

CHAPTER 20

ADMINISTRATIVE PROCEDURES

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21 ORDERING CHANNELS/COST CODING

21.1 GEOGRAPHIC AREA COORDINATION CENTER (GACC)

The Eastern Area Coordination Center (EACC) is located at Ft. Snelling, St. Paul, MN. EACC is the geographic area coordination center (GACC) for the 20 northeastern states, Bureau of Indian Affairs (BIA), National Park Service (NPS), Forest Service (FS), Fish and Wildlife Service (FWS), and other cooperating agencies.

The Center Manager has been delegated authority from the Eastern Area Coordination Group (EACG) to set incident priorities and move resources throughout the geographic area and to geographic areas outside of the Eastern Area to meet incident needs. Within the Eastern Area, the EACC will act as the focal point for internal and external requests not filled at the local level.

The Eastern Area dispatch relationships have been established with the following dispatch centers: Delaware State Dispatch Center (DE-DESC), Illinois Interagency Dispatch Center (IL-ILC), Indiana Interagency Dispatch Center (IN-IIC), **Blackwater Dispatch Center (MD-BWRC)**, Maryland State Dispatch Center (MD-MDSC), Northeastern Interagency Dispatch Center (ME-NEC), **Huron - Manistee Dispatch Center (MI-HMFC)**, Upper Peninsula Dispatch Center (MI-UPC), Michigan State Dispatch Center (MI-MISC), Minnesota Interagency Fire Center (MN-MFC), Missouri-Iowa Interagency Dispatch Center (MO-MOC), New Jersey State Dispatch Center (NJ-NJSC), Ohio Interagency Dispatch Center (OH-OIC), Pennsylvania State Dispatch Center (PA-PASC), Allegheny Forest Dispatch Center (PA-ALFC), **Emergency Incident Coordination Center (VA-EIC)**, Monongahela Forest Dispatch Center (WV-MOFC), West Virginia State Dispatch Center (WV-WVSC), Wisconsin Interagency Dispatch Center (WI-WIC). This established ordering channel provides for the rapid movement of requests, agency review, efficient utilization of resources and cost-effectiveness.

21.1.1 EASTERN AREA DISPATCH CENTERS

The nineteen (19) Eastern Area Dispatch Centers are responsible for coordinating the mobilization of resources within their areas of jurisdiction and the collection and dissemination of intelligence information on incidents within their area. These Dispatch Centers serve as the link between EACC and the individual Forests, Ranger Districts, Parks, Refuges, Tribes, BIA Agencies and State Units.

2006 EASTERN AREA INTERAGENCY MOBILIZATION GUIDE

The Eastern Area Dispatch Centers are:

EMERGENCY INCIDENT COORDINATION CENTER - Unit ID: VA-EIC

This center is located at Shenandoah National Park, Luray, VA. EIC dispatches resources for Northeast Area National Park Service and Fish & Wildlife Service Eastern Region 5 of the following units:

NATIONAL PARK SERVICE, NORTHEAST REGION

<u>State/Agency ID</u>	<u>Unit Name</u>
MD-AIP	Assateague Island NS
MD-ANP	Antietam National Battlefield
MD-CAP	Catoctin Mountain Park
MD-COP	Chesapeake & Ohio Canal NHP
MD-FMP	Fort McHenry NM
MD-GRP	Greenbelt Park
MD-HAP	Hampton NHS
MD-MOP	Monocacy National Battlefield
MD-TSP	Thomas Stone NHS
PA-APP	Allegheny Portage NHS
PA-FHP	Friendship Hill NHS
PA-FNP	Fort Necessity NBP
PA-JFP	Johnstown Flood NM
PA-NEP	Northeast Regional Office
WV-APP	Appalachian NST
WV-HFP	Harper's Ferry National Historic Park
WV-NRP	New River Gorge NR

MISCELLANEOUS FEDERAL UNITS

<u>State/Agency ID</u>	<u>Unit Name</u>
MD-WXW	National Weather Service (NWS)

ILLINOIS INTERAGENCY DISPATCH CENTER – Unit ID: IL-ILC

This center is located at Murphysboro Ranger District, Shawnee National Forest, IL. ILC dispatches resources for **State of Illinois**, Forest Service Region 9, Fish & Wildlife Service Great Lakes and Big Rivers Region 3 and Midwest National Park Service of the following units:

STATE

<u>State/Agency ID</u>	<u>Unit Name</u>
IL-ILS	Illinois Division of Forestry

FOREST SERVICE, REGION 9

<u>State/Agency ID</u>	<u>Unit Name</u>
IL-MPF	Midewin National Tallgrass Prairie
IL-SHF	Shawnee National Forest

ILLINOIS INTERAGENCY DISPATCH CENTER – Unit ID: IL-ILC, cont.

FISH & WILDLIFE SERVICE, GREAT LAKES AND BIG RIVERS REGION 3

<u>State/Agency ID</u>	<u>Unit Name</u>
IL-COR	Crab Orchard NWR
IL-CTR	Chautauqua NWR
IL-CYR	Cypress Creek NWR
IL-ILR	Illinois River NWR
IL-MMR	Middle Mississippi River NWR
IL-MTR	Mark Twain NWR
IL-SVR	Savanna District, Upper Mississippi NWR
IL-TWR	Two Rivers NWR

NATIONAL PARK SERVICE, MIDWEST REGION

<u>State/Agency ID</u>	<u>Unit Name</u>
IL-CPP	Chicago Portage NHS
IL-IMP	Illinois and Michigan Canal NHC
IL-LHP	Lincoln Home NHS

MISCELLANEOUS FEDERAL UNITS

<u>State/Agency ID</u>	<u>Unit Name</u>
IL-WXW	National Weather Service (NWS)

INDIANA INTERAGENCY DISPATCH CENTER – Unit ID: IN-IIC

This center is located at Tell City Ranger District, Hoosier National Forest, IN. IIC dispatches resources for State of Indiana, Forest Service Region 9, Fish & Wildlife Service Great Lakes and Big Rivers Region 3, and Midwest National Park Service of the following units:

STATE

<u>State/Agency ID</u>	<u>Unit Name</u>
IN-INS	Indiana Division of Forestry

FOREST SERVICE, REGION 9

<u>State/Agency ID</u>	<u>Unit Name</u>
IN-HOF	Hoosier National Forest

FISH & WILDLIFE SERVICE, GREAT LAKES AND BIG RIVERS REGION 3

<u>State/Agency ID</u>	<u>Unit Name</u>
IN-BOR	Big Oaks NWR
IN-MSR	Muscatatuck NWR
IN-PKR	Patoka River NWR

NATIONAL PARK SERVICE, MIDWEST REGION

<u>State/Agency ID</u>	<u>Unit Name</u>
IN-GRP	George Rogers Clark NHP

INDIANA INTERAGENCY DISPATCH CENTER – Unit ID: IN-IIC, cont.

IN-IDP	Indiana Dunes NL
IN-LBP	Lincoln Boyhood NM

MISCELLANEOUS FEDERAL UNITS

<u>State/Agency ID</u>	<u>Unit Name</u>
IN-CNWQ	Crane Naval Weapons Depot
IN-WXW	National Weather Service (NWS)

MINNESOTA INTERAGENCY FIRE CENTER - UNIT ID: MN-MFC

This center is located in Grand Rapids, MN. MFC dispatches resources for all agencies (Minnesota State, Forest Service Region 9, Bureau of Indian Affairs Midwest Region, Fish and Wildlife Service Great Lakes and Big Rivers Region 3, Midwest National Park Service, National Weather Service) within Minnesota.

STATE

<u>State/Agency ID</u>	<u>Unit Name</u>
MN-MNS	Minnesota Department of Natural Resource, Division of Forestry

FOREST SERVICE, REGION 9

<u>State/Agency ID</u>	<u>Unit Name</u>
MN-CPF	Chippewa NF
MN-SUF	Superior NF
MN-NAF	NE Area State & Private Forestry, St. Paul Field Office
MN-NCF	North Central Forest Experiment Station
MN-NEK	Northeast Interagency Fire Cache

BUREAU OF INDIAN AFFAIRS, MIDWEST REGION

<u>State/Agency ID</u>	<u>Unit Name</u>
MN-BFA	Bois Forte Tribe
MN-FDA	Fond Du Lac Tribe
MN-GPA	Grand Portage Tribe
MN-MLA	Mille Lacs Tribe
MN-MNA	Minnesota Agency
MN-MRA	Midwest Regional Office
MN-RLA	Red Lake Agency

FISH & WILDLIFE SERVICE, GREAT LAKES AND BIG RIVERS REGION 3

<u>State/Agency ID</u>	<u>Unit Name</u>
MN-AGR	Agassiz NWR
MN-BGR	Big Stone NWR
MN-BNR	Morris WMD
MN-CMR	Crane Meadows NWR
MN-DLR	Detroit Lakes WMD

MINNESOTA INTERAGENCY FIRE CENTER - Unit ID: MN-MFC. Cont.

MN-FFR	Fergus Falls WMD
MN-GLR	Glacial Ridge NWR
MN-HSR	Hamden Slough NWR
MN-LFR	Litchfield WMD
MN-MVR	Minnesota Valley NWR
MN-R3R	Great Lakes and Big Rivers Regional Office, Region 3
MN-RLR	Rice Lake NWR
MN-RYR	Rydell NWR
MN-SBR	Sherburne NWR
MN-TMR	Tamarac NWR
MN-WWR	Windom WMD

NATIONAL PARK SERVICE, MIDWEST

<u>State/Agency ID</u>	<u>Unit Name</u>
MN-GPP	Grand Portage NM
MN-MSP	Mississippi NRA
MN-PSP	Pipestone NM
MN-VOP	Voyaguers NP
MI-IRP	Isle Royal NP
WI-SCP	St. Croix NSR

MISCELLANEOUS FEDERAL UNITS

<u>State/Agency ID</u>	<u>Unit Name</u>
MN-TCW	National Weather Service (NWS)

MISSOURI - IOWA INTERAGENCY DISPATCH CENTER- Unit ID: MO-MOC

This center is located at Mark Twain National Forest, Rolla, MO. MOC dispatches resources for the States of Missouri and Iowa, Forest Service Region 9, Fish and Wildlife Service Great Lakes and Big Rivers Region 3, Bureau of Indian Affairs Midwest Region, and Midwest National Park Service of the following units within Missouri and Iowa:

STATE

<u>State/Agency ID</u>	<u>Unit Name</u>
IA-IAS	Iowa Department of Natural Resources
MO-MOS	Missouri Department of Conservation

FOREST SERVICE, REGION 9

<u>State/Agency ID</u>	<u>Unit Name</u>
MO-MTF	Mark Twain National Forest

FISH & WILDLIFE SERVICE, GREAT LAKES AND BIG RIVERS REGION 3

<u>State/Agency ID</u>	<u>Unit Name</u>
IA-DAR	Driftless NWR
IA-DSR	Desoto NWR

MISSOURI - IOWA INTERAGENCY DISPATCH CENTER- Unit ID: MO-MOC, cont.

IA-MGR	McGregor District, Upper Mississippi NWR
IA-NSR	Neal Smith NWR
IA-PLR	Port Louisa NWR
IA-USR	Union Slough NWR
IA-WCR	Walnut Creek NWR
MO-BMR	Big Muddy NWR
MO-GRR	Great Rivers NWR
MO-MOR	Mingo NWR
MO-SQR	Squaw Creek NWR
MO-SWR	Swan Lake NWR

BUREAU OF INDIAN AFFAIRS, MIDWEST REGION

<u>State/Agency ID</u>	<u>Unit Name</u>
IA-SFA	Sac & Fox Agency

NATIONAL PARK SERVICE, MIDWEST REGION

<u>State/Agency ID</u>	<u>Unit Name</u>
IA-EMP	Effigy Mounds NM
IA-HHP	Herbert Hoover NHS
MO-GWP	George Washington Carver NM
MO-HTP	Harry S. Truman NHS
MO-JEP	Jefferson National Expansion Memorial
MO-OZP	Ozark NSR
MO-UGP	Ulysses S. Grant NHS
MO-WCP	Wilson's Creek NB

MISCELLANEOUS FEDERAL UNITS

<u>State/Agency ID</u>	<u>Unit Name</u>
MO-CRHW	National Weather Service Central Region Hdqtrs
MO-WXW	National Weather Service (NWS)

MISCELLANEOUS COUNTY & LOCAL UNITS

<u>State/Agency ID</u>	<u>Unit Name</u>
MO-BWYX	Boone County Fire Department

NORTHEASTERN INTERAGENCY DISPATCH CENTER – Unit ID: ME-NEC

This center is located at Bolton Hill Headquarters, in Augusta, ME. NEC dispatches resources for the states of Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island and Vermont; and National Forest Region 9, US Fish & Wildlife Service Eastern Region 5, and Bureau of Indian Affairs Eastern Region, National Park Service Northeast Region of the following units:

NORTHEASTERN INTERAGENCY DISPATCH CENTER – Unit ID: ME-NEC, cont.

STATE

<u>State/Agency ID</u>	<u>Unit Name</u>
CT-CTS	Connecticut State
MA-MAS	Massachusetts State
ME-MES	Maine State
NH-NHS	New Hampshire State
NY-NYS	New York State
RI-RIS	Rhode Island State
VT-VTS	Vermont State

FOREST SERVICE, REGION 9

<u>State/Agency ID</u>	<u>Unit Name</u>
NH-NAF	NE Area State & Private Forestry, Durham Field Office
NH-WMF	White Mountain National Forest
VT-GMF	Green Mountain/Finger Lakes National Forest

FISH & WILDLIFE SERVICE, EASTERN REGION 5

<u>State/Agency ID</u>	<u>Unit Name</u>
CT-SMR	Stewart B. McKinney NWR
MA-EMR	Eastern Massachusetts NWR Complex
MA-PRR	Parker River NWR
MA-SCR	Sylvio O. Conte NWR
ME-ARR	Aroostook NWR (new)
ME-CMR	Maine Coastal Islands NWR Complex
ME-MHR	Moosehorn NWR
ME-RCR	Rachel Carson NWR
ME-SHR	Sunkhaze Meadows NWR
NH-GBR	Great Bay NWR
NH-UBR	Lake Umbagog NWR
NJ-CMR	Cape May NWR
NJ-ERR	Edwin B. Forsythe NWR
NJ-GSR	Great Swamp NWR
NJ-SPR	Supawna Meadows NWR
NJ-WKR	Wallkill River NWR
NY-IRR	Iroquois NWR
NY-LIR	Long Island NWR Complex
NY-MZR	Montezuma NWR
PA-ERR	Erie NWR
PA-TNR	John Heinz at Tinicum NWR
RI-RIR	Rhode Island NWR Complex
VT-MQR	Missisquo NWR

BUREAU OF INDIAN AFFAIRS

<u>State/Agency ID</u>	<u>Unit Name</u>
CT-MOT	Mohegan Tribe

NORTHEASTERN INTERAGENCY DISPATCH CENTER – Unit ID: ME-NEC, cont.

CT-PET	Pequot Tribe
ME-MAA	Maliseet Tribe
ME-MIT	Micmacs Tribe
ME-PAA	Passamaquoddy Tribe
ME-PEA	Penobscot Nation
MA-WAA	Wampanoag Tribe
NY-MOT	St. Regis Mohawk Tribe
NY-SET	Seneca Tribe
RI-NAA	Narragansett Tribe

NATIONAL PARK SERVICE, NORTHEAST REGION

<u>State/Agency ID</u>	<u>Unit Name</u>
CT-WFP	Weir Farm NP
MA-ADP	Adams NHS
MA-BOP	Boston NHP
MA-BSP	Boston Support Office
MA-CCP	Cape Cod NS
MA-FRP	Frederick Law Olmsted NHS
MA-JFP	John Fitzgerald Kennedy NHS
MA-LOP	Longfellow NHS
MA-LWP	Lowell NHP
MA-MIP	Minute Man NHP
MA-SAP	Salem Maritime NHS
MA-SIP	Saugus Iron Works NHS
MA-SPP	Springfield Armory NHS
ME-ACP	Acadia NP
ME-RCP	Roosevelt-Campobello International Park
ME-SCP	St. Croix Island International Historic Site
NH-SGP	Saint-Gaudens
NJ-EDP	Edison National Historic Site
NJ-MOP	Morristown National Historic Park
NY-FDP	Home of Franklin D. Roosevelt NHS
NY-FIP	Fire Island NS
NY-FOP	Fort Sanwix NM
NY-GAP	Gateway NRA
NY-MAP	Manhattan Sites
NY-MVP	Martin Van Buren NHS
NY-RVP	Roosevelt/Vanderbilt Mansion NHS
NY-SHP	Sagamore Hill NHS
NY-SPP	Saint Paul's Church NHS
NY-SRP	Saratoga NHP
NY-STP	Statue of Liberty NM
NY-UDP	Upper Delaware SRR
NY-WOP	Woman's Rights NHP
PA-DWP	Delaware Water Gap NRA

NORTHEASTERN INTERAGENCY DISPATCH CENTER – Unit ID: ME-NEC, cont.

PA-GEP	Gettysburg NMP
PA-HFP	Hopewell Furnace NHS
PA-INP	Independence NHP
PA-STP	Steamtown NHS
PA-VFP	Valley Forge NHP
RI-BRP	Blackstone River Valley National Heritage Corridor
RI-ROP	Roger Williams NM
RI-TSP	Touro-Synagogue NHS
VT-MBP	Marsh-Billings-Rockefeller NHP

MISCELLANEOUS FEDERAL UNITS

<u>State/Agency ID</u>	<u>Unit Name</u>
CT-WEQ	Westover Air Force Base
NH-NBQ	New Boston Air Force Station
NY-FDQ	Fort Drum Military Reservation
NY-WPX	West Point Military Reservation
NY-EHRW	National Weather Service – Eastern Region Hdqtrs
ME-WXW	National Weather Service (NWS) - Maine
NY-WXW	National Weather Service (NWS) – New York
VT-WXW	National Weather Service (NWS) - Vermont

MISCELLANEOUS COUNTY & LOCAL UNITS

<u>State/Agency ID</u>	<u>Unit Name</u>
NY-NYX	Fire Department of New York

OHIO INTERAGENCY DISPATCH CENTER – Unit ID: OH-OIC

This center is located at the Wayne National Forest, OH. OIC dispatches resources for State of Ohio, Forest Service Region 9, Northeastern State and Private Forestry, Fish and Wildlife Service Great Lakes and Big Rivers Region 3, and Midwest National Park Service of the following units within Ohio:

STATE

<u>State/Agency ID</u>	<u>Unit Name</u>
OH-OHS	Ohio Department of Natural Resources

FOREST SERVICE, REGION 9

<u>State/Agency ID</u>	<u>Unit Name</u>
OH-WAF	Wayne National Forest

NORTHEASTERN STATE & PRIVATE FORESTRY

<u>State/Agency ID</u>	<u>Unit Name</u>
OH-NAF	Northeastern Area State & Private Forestry Office
OH-NEF	Northeastern Research Station

OHIO INTERAGENCY DISPATCH CENTER – Unit ID: OH-OIC, cont.

FISH & WILDLIFE SERVICE, GREAT LAKES AND BIG RIVERS REGION 3

<u>State/Agency ID</u>	<u>Unit Name</u>
OH-OTR	Ottawa NWR

NATIONAL PARK SERVICE, MIDWEST REGION

<u>State/Agency ID</u>	<u>Unit Name</u>
OH-CVP	Cuyahoga Valley NRA
OH-DAP	Dayton Aviation Heritage NHP
OH-DBP	David Berger NM
OH-FLP	First Ladies NHS
OH-HCP	Hopewell Culture NM
OH-JGP	James A. Garfield NHS
OH-PVP	Perry's Victory & International Peace Memorial
OH-WHP	William Howard Taft NHS

MISCELLANEOUS FEDERAL UNITS

<u>State/Agency ID</u>	<u>Unit Name</u>
OH-WXW	National Weather Service (NWS)

UPPER PENINSULA INTERAGENCY DISPATCH CENTER – UNIT ID: MI-UPC

This center is located at the Hiawatha National Forest. UPC dispatches resources for Forest Service Region 9, Bureau of Indian Affairs Midwest Region, Fish & Wildlife Service Great Lakes and Big Rivers Region 3, and Midwest National Park Service of the following units:

FOREST SERVICE, REGION 9

<u>State/Agency ID</u>	<u>Unit Name</u>
MI-HIF	Hiawatha National Forest
MI-OTF	Ottawa National Forest

FISH & WILDLIFE SERVICE, GREAT LAKES AND BIG RIVERS REGION 3

<u>State/Agency ID</u>	<u>Unit Name</u>
MI-DRR	Detroit River International Wildlife Refuge
MI-HAR	Harbor NWR
MI-HFR	Hiawatha Forest National Fish Hatchery
MI-HUR	Huron NWR
MI-MWR	Michigan Wetland Management District
MI-PCR	Pendills Creek National Fish Hatchery
MI-SNR	Seney National Wildlife Refuge

NATIONAL PARK SERVICE, MIDWEST REGION

<u>State/Agency ID</u>	<u>Unit Name</u>
MI-FMP	Father Marquette NM
MI-KWP	Keweenaw NHP

UPPER PENINSULA INTERAGENCY DISPATCH CENTER – Unit ID: MI-UPC, cont.

MI-PRP Pictured Rocks National Lakeshore

BUREAU OF INDIAN AFFAIRS, MIDWEST REGION

<u>State/Agency ID</u>	<u>Unit Name</u>
MI-MIA	Michigan Agency

WISCONSIN INTERAGENCY DISPATCH CENTER – Unit ID: WI-WIC

This center is located at the Chequamegon Nicolet National Forest, WI. WIC dispatches resources for the State of Wisconsin, Forest Service Region 9, Fish and Wildlife Service Great Lakes and Big Rivers Region 3, Bureau of Indian Affairs Midwest Region, and Midwest National Park Service of the following units within Wisconsin:

STATE

<u>State/Agency ID</u>	<u>Unit Name</u>
WI-WIS	Wisconsin Department of Natural Resources

BUREAU OF INDIAN AFFAIRS, MIDWEST REGION

<u>State/Agency ID</u>	<u>Unit Name</u>
WI-GLA	Great Lakes Agency
WI-MEA	Menominee Agency

BUREAU OF LAND MANAGEMENT

<u>State/Agency ID</u>	<u>Unit Name</u>
WI-MID	Milwaukee Field Office

FOREST SERVICE, REGION 9

<u>State/Agency ID</u>	<u>Unit Name</u>
WI-CNF	Chequamegon Nicolet National Forest
WI-FPF	Forest Products Laboratory
WI-R09	FS Region 9 Regional Office

FISH & WILDLIFE SERVICE, GREAT LAKES AND BIG RIVERS REGION 3

<u>State/Agency ID</u>	<u>Unit Name</u>
WI-GNR	Genoa National Fish Hatchery
WI-HRR	Horicon NWR
WI-JRR	Jordan River National Fish Hatchery
WI-LCR	La Crosse District, Upper Mississippi NWR
WI-LPR	Leopold NWR
WI-NCR	Necedah NWR
WI-SCR	Saint Croix NWR
WI-TPR	Trempeleau NWR
WI-WCR	Whittlesev Creek NWR
WI-WNR	Winona District, Upper Mississippi NWR

WISCONSIN INTERAGENCY DISPATCH CENTER – Unit ID: WI-WIC, cont.

NATIONAL PARK SERVICE, MIDWEST REGION

<u>State/Agency ID</u>	<u>Unit Name</u>
WI-AIP	Apostle Island NS
WI-IAP	Ice Age NP
WI-MWP	Midwest Region Madison Office
WI-NCP	North Country NST

MISCELLANEOUS FEDERAL UNITS

<u>State/Agency ID</u>	<u>Unit Name</u>
WI-WXW	National Weather Service (NWS)

USFWS REGION 5 NATIONAL WILDLIFE REFUGE DISPATCH UNITS

BLACKWATER WILDLIFE REFUGE DISPATCH CENTER – Unit ID: MD-BWRC

This dispatch unit is located at Refuge Headquarters, Cambridge, MD. BWRC dispatches Fish and Wildlife resources.

FISH & WILDLIFE SERVICE, EASTERN REGION 5

<u>State/Agency ID</u>	<u>Unit Name</u>
DE-BHR	Bombay Hook NWR
DE-PHR	Prime Hook NWR
MD-BWR	Blackwater NWR
MD-CMR	Chesapeake Marshlands NWR Complex
MD-ENR	Eastern Neck NWR
MD-PWR	Patuxent NWR
WV-CVR	Canaan Valley NWR
WV-OHR	Ohio River NWR

USFS REGION 9 NATIONAL FOREST DISPATCH UNITS

ALLEGHENY FOREST DISPATCH CENTER – Unit ID: PA-ALFC

This dispatch unit is located at Forest Supervisor's office, Warren, PA. ALFC dispatches Forest Service & Bureau of Land Management resources.

FOREST SERVICE, REGION 9

<u>State/Agency ID</u>	<u>Unit Name</u>
PA-ALF	Allegheny National Forest

BUREAU OF LAND MANAGEMENT

<u>State/Agency ID</u>	<u>Unit Name</u>
PA-OMD	Office of Surface Mining, Mine Map Repository

HURON MANISTEE FOREST DISPATCH CENTER – Unit ID: MI-HMFC

This dispatch unit is temporarily located at the Baldwin Ranger District at Baldwin, MI. HMFC dispatches Forest Service Region 9, Bureau of Indian Affairs Midwest Region, and Fish and Wildlife Service Region 3, and Midwest National Park Service resources of the following units:

FOREST SERVICE, REGION 9

<u>State/Agency ID</u>	<u>Unit Name</u>
MI-HMF	Huron-Manistee National Forest

FISH & WILDLIFE SERVICE, GREAT LAKES AND BIG RIVERS REGION 3

<u>State/Agency ID</u>	<u>Unit Name</u>
MI-KWR	Kirtlands Warbler NWR

HURON - MANISTEE DISPATCH CENTER – Unit ID: MI-HMFC, cont.

MI-MIR	Michigan Island NWR
MI-SSR	Shiawassee NWR

NATIONAL PARK, MIDWEST REGION

<u>State/Agency ID</u>	<u>Unit Name</u>
MI-AUP	Automobile NHA
MI-SDP	Sleeping Bear Dunes National Lakeshores

BUREAU OF INDIAN AFFAIRS, MIDWEST REGION

<u>State/Agency ID</u>	<u>Unit Name</u>
MI-GTA	Grand Traverse Tribe

MONONGAHELA FOREST DISPATCH CENTER - Unit ID: WV-MOFC

This dispatch unit is located at Forest Supervisor's office, Elkins, WV. MOFC dispatches Forest Service and Northeastern Area State & Private Forestry resources of the following units:

FOREST SERVICE, REGION 9

<u>State/Agency ID</u>	<u>Unit Name</u>
WV-MOF	Monongahela National Forest
PA-NEF	Northeastern Forest Experiment Station

NORTHEASTERN AREA STATE & PRIVATE FORESTRY

<u>State/Agency ID</u>	<u>Unit Name</u>
WV-NAF	NE Area S&PF, Morgantown Field Office
PA-GTF	NE Area S&PF, Grey Towers Field Office
PA-NAF	Northeastern Area S&PF, Newtown Square, PA
WV-NEF	Northeast Research Labs

MISCELLANEOUS FEDERAL UNITS

<u>State/Agency ID</u>	<u>Unit Name</u>
MD-ABQ	Aberdeen Proving Grounds
NJ-FDXQ	Fort Dix Army Base
WV-CDH	Center for Disease Control (CDC)
WV-WXW	National Weather Service (NWS)

EASTERN AREA STATE DISPATCH CENTERS

DELAWARE STATE DISPATCH CENTER – Unit ID: DE-DESC

This dispatch unit is located at the Dept. of Agriculture, Forest Service office, Harrington, DE. DESC dispatches Delaware state resources.

STATE

State/Agency ID

DE-DES

Unit Name

Delaware Dept of Ag, Forest Service

MARYLAND STATE DISPATCH CENTER – Unit ID: MD-MDSC

This dispatch unit is located at the DNR Forest Service office, Annapolis, MD. MDSC dispatches Maryland state resources.

STATE

State/Agency ID

MD-MDS

Unit Name

Maryland Department of Natural Resources, Forest Service

MICHIGAN STATE DISPATCH CENTER – Unit ID: MI-MISC

This dispatch unit is located at the DNR Forest, Mineral & Fire Management office, Lansing, MI. MISC dispatches Michigan state resources.

STATE

State/Agency ID

MI-MIS

Unit Name

Michigan Department of Natural Resources, Forest, Mineral & Fire Management Division

NEW JERSEY STATE DISPATCH CENTER – Unit ID: NJ-NJSC

This dispatch unit is located at the Forest Fire Service office, Trenton, NJ. NJSC dispatches New Jersey state resources.

STATE

State/Agency ID

NJ-NJS

Unit Name

New Jersey Forest Fire Service

PENNSYLVANIA STATE DISPATCH CENTER – Unit ID: PA-PASC

This dispatch unit is located at the Bureau of Forestry, Division of Fire Protection office, Harrisburg, PA. PASC dispatches Pennsylvania state resources.

STATE

State/Agency ID

Unit Name

PA-PAS

Pennsylvania Bureau of Forestry, Division of Fire Protection

WEST VIRGINIA STATE DISPATCH CENTER – Unit ID: WV-WVSC

This dispatch unit is located at the Division of Forestry office, Charleston, WV. WVSC dispatches West Virginia state resources.

STATE

State/Agency ID

Unit Name

WV-WVS

West Virginia Division of Forestry

EASTERN AREA NON-GOVERNMENT UNITS

THE NATURE CONSERVANCY

This non-government unit has offices within a number of the Eastern Area states. Each unit will be dispatch from the closest Eastern Area Interagency Dispatch Center.

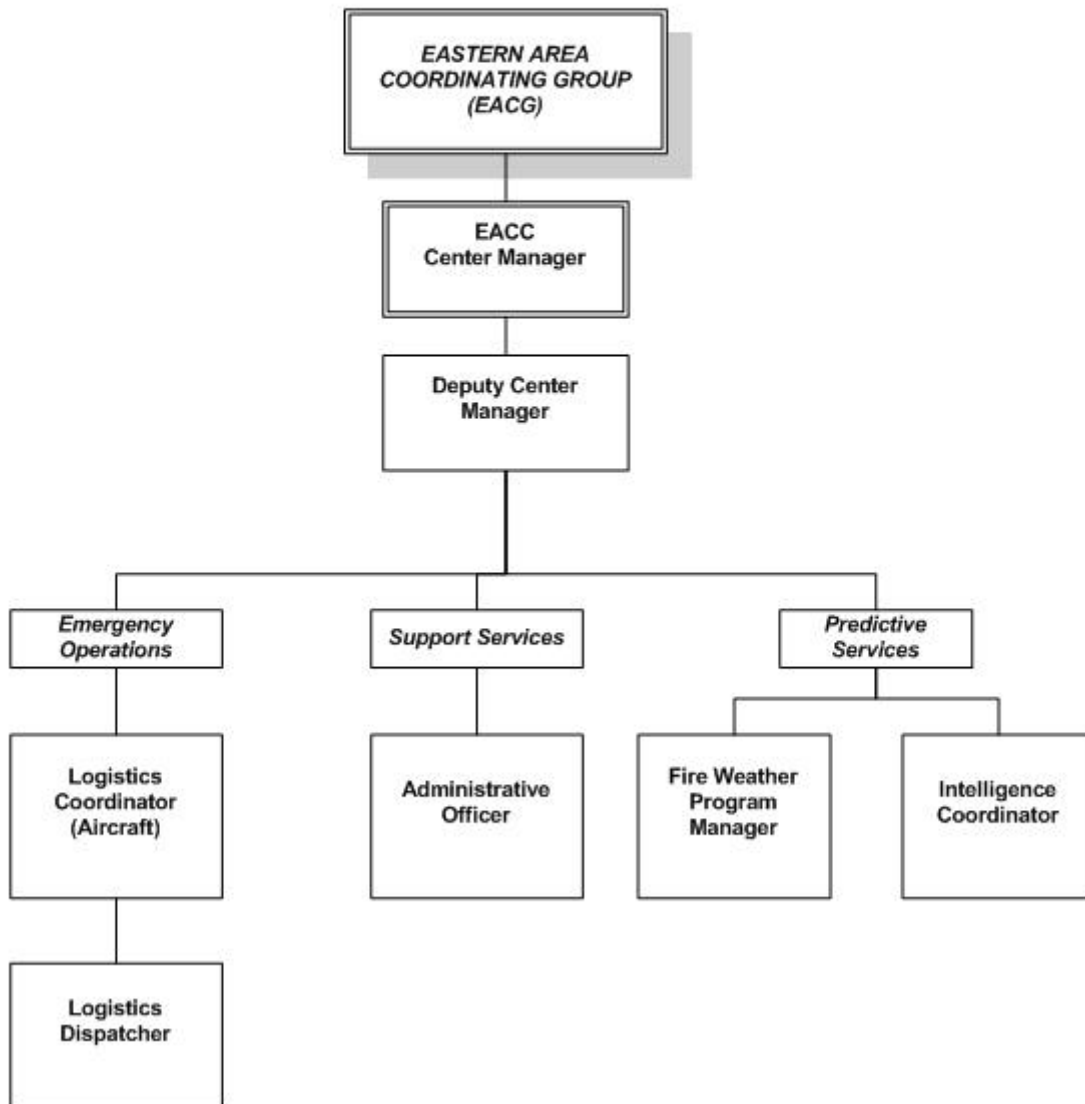
<u>Unit ID</u>	<u>Unit Name</u>
CT-CTFN	Connecticut Field Office
DE-CPON	Conservation Programs Office – Delaware
IA-BKGN	Broken Kettle Grasslands
IA-EIAN	Eastern Iowa Office
IL-ILFN	Illinois Field Office
IL-NACN	Nachusa Office
IL-PEON	Peoria Office
IL-RPON	River Project Office
IN-BRON	Blue River Project Office
IN-INFN	Indiana Field Office
IN-KKSN	Kankakee Sands Office
IN-SLMN	Southern Lake Michigan
ME-MEFN	Maine Field Office
ME-SMEN	Southern Maine Office
MA-MAON	Massachusetts Field Office
MD-ALFN	Allegany Forest
MD-MDFN	Maryland Field Office
MI-WMIN	West Michigan Office
MN-CEMN	Central Minnesota Office
MN-GLRN	Glacial Ridge
MN-NEMN	Northeast Minnesota Office
MN-NTPN	Northern Tallgrass Prairie
MN-TAPN	Tallgrass Aspen Parkland
MN-WDON	Weaver Dunes Office
MO-DURN	Dunn Ranch
MO-OSPN	Osage Plains
MO-OZPN	Ozarks Project Office
NH-GRHN	Green Hills
NH-NHFN	New Hampshire Field Office
NJ-PIBN	Pine Barrens
NY-APBN	Albany Pine Bush
NY-ENYN	Eastern New York Office
NY-LION	Long Island Office
NY-SFIN	South Fork Shelter Island
NY-SHAN	Shawangunks Unit
OH-EAPN	Edge of Appalachia Unit
OH-FEPN	Forest Ecology Project
OH-OAON	Oak Openings Unit
OH-OHFN	Ohio Field Office

THE NATURE CONSERVANCY, cont.

OH-SOHN	Southern Ohio Office
PA-HAON	Harrisburg Office
PA-PAFN	Pennsylvania Field Office
RI-RIFN	Rhode Island Field Office
VT-VTFN	Vermont Field Office
WI-BAHN	Baraboo Hills
WI-MRWN	Mukwonago River Watershed
WI-WIFN	Wisconsin Field Office
WV-WVFN	West Virginia Field Office

EACC WORKING ORGANIZATION

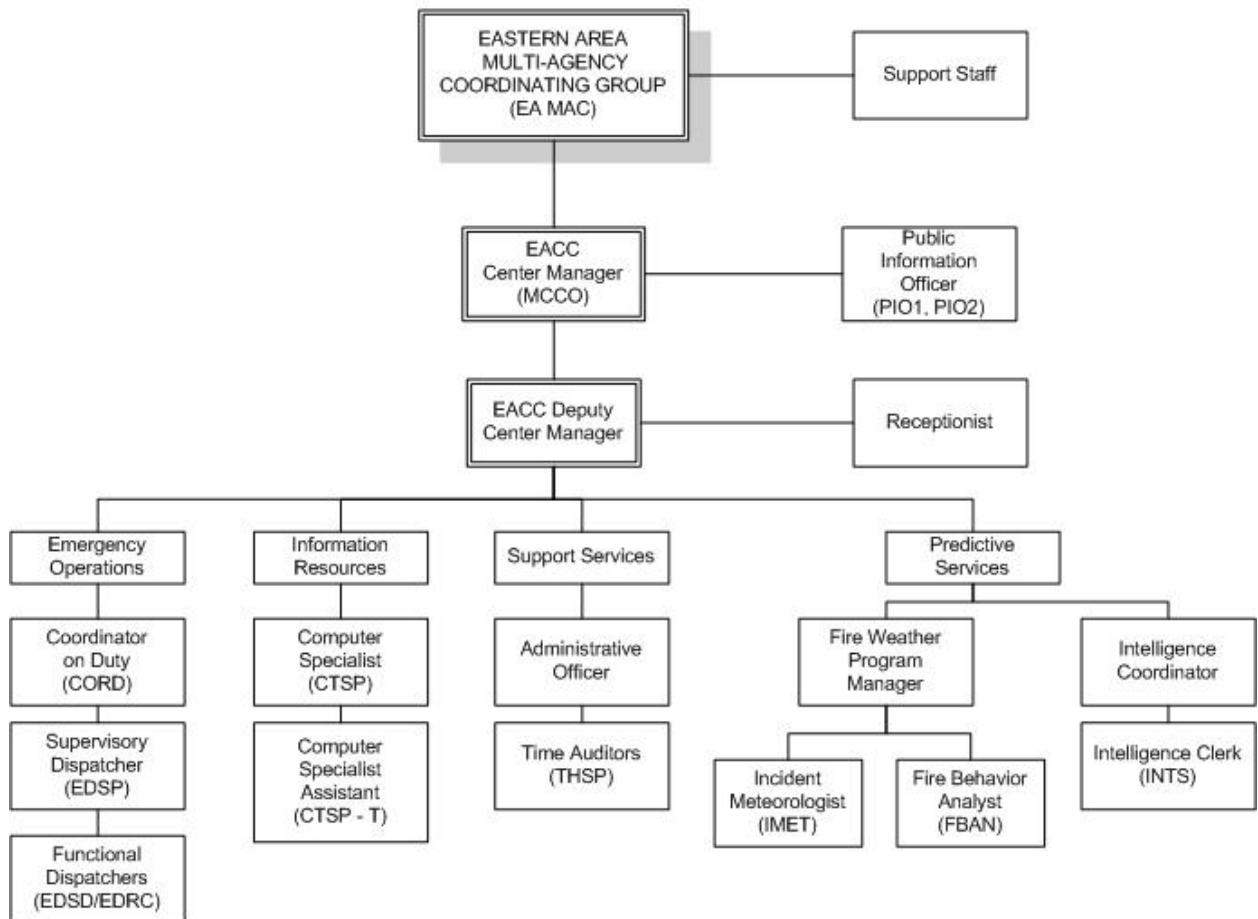
2006



EACC EXPANDED ORGANIZATION

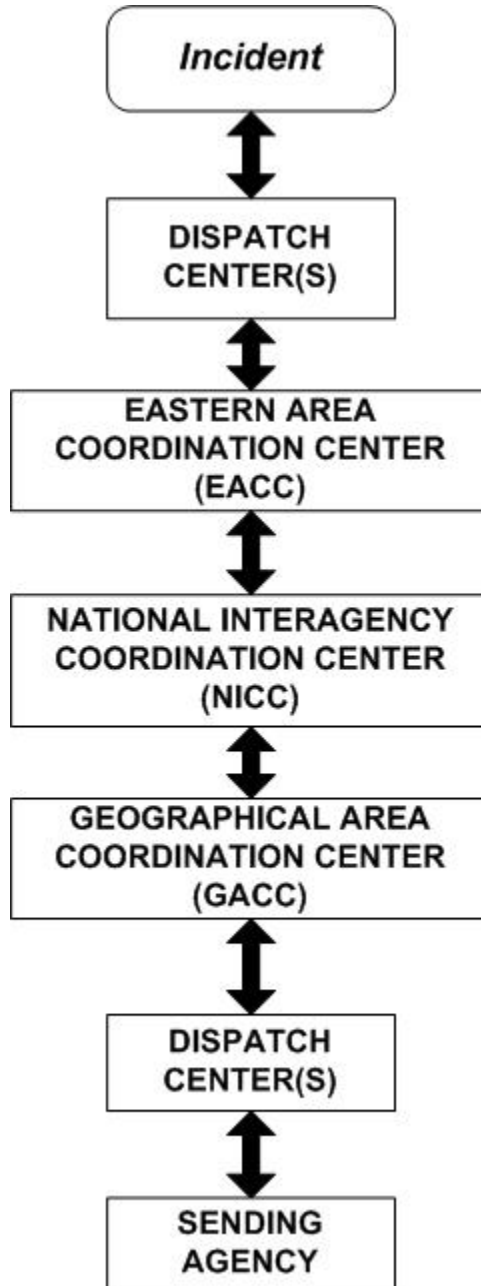
(Positions filled as needed)

2006



21.2 INCIDENT RELATED ORDERING FOR EASTERN AREA

All ordering will follow the channels displayed below. When a request is filled, reverse the process to insure proper notification back to the requesting unit. Local agency dispatch offices should use cooperative agreements whenever possible.



When Eastern Area resources are unavailable, requests for resources will then be placed with NICC. Demobilization should follow the same dispatch channels. Units/Centers should stay within dispatch channels.

21.2.1 SUPPORT TO BORDER FIRES

Border fires are defined as a wildfire that has crossed the boundary from one geographic area into another or where the fire is expected to cross the boundary within two burning periods (see NMG, Ch. 20).

These are the existing Eastern Area Border Agreements and they should be followed where applicable:

- A. MNICS – **Ontario & Manitoba**, Canada
- B. Northeastern Compact – **Quebec, Nova Scotia & New Brunswick**, Canada

21.2.2 MOBILIZATION AND DEMOBILIZATION INFORMATION

Electronic mail procedures will be used by all levels of dispatch. All travel information will be relayed electronically. This will either be through the Resource Order and Status System (ROSS) or by using the electronic mail Dispatch Messaging System (DMS). DMS will only be used for emergency crewmember demobilization or when travel information is not able to be entered into ROSS. **All times (ETA & ETD) are in local time zones.**

EACC DMS e-mail address: mneacmob@dms.nwcg.gov - This is to be used only for all resource order related information and status of national resources (commit messages).

EACC administrative e-mail address: mneac@dms.nwcg.gov - This is to be used for administrative mail and non-resource order related information, i.e.: team rotation schedules, vacancy announcements.

A Cache Shipping Status Form will be used by caches to relay shipping information for supplies. For example, radio requests filled by the National Incident Radio Support Cache (NIRSC).

A. Sending units will relay **complete travel itinerary including departure and arrival times, airline flights and/or ground transportation information** on resources assigned through normal dispatch channels **using ROSS, prior to the departure of the resource to the incident.**

B. Receiving units **within the Eastern Area** are responsible for confirming arrival of resources they ordered **through proper documentation within ROSS.**

C. All Eastern Area resources (i.e.: engines, crews, helitack) dispatched through EACC will observe the following procedures. These procedures will enable the Coordination Center to track and mobilize resources more efficiently.

2006 EASTERN AREA INTERAGENCY MOBILIZATION GUIDE

1. When mobilizing to an incident, resources will check in with the receiving unit by telephone to the number identified on the resource order form when they will be more than ½ hour late or deviate from planned travel.
2. Miscellaneous overhead driving to or being released from an assignment should check-in with the receiving unit.

When a charter aircraft is used to move resources, a completed Aircraft Flight Request / Schedule form 9400-1a must be **fax** to the Eastern Area Coordination Center at **(612) 713-7317**. The center will relay information to the appropriate dispatch center. Aircraft Flight Request / Schedule forms are found on the EACC web site:

<http://gacc.nifc.gov/eacc/logistics/aviation/aviation.htm> click on AVIATION FORMS.

Status/Commit messages are required to note the change in status (committed, out of service, etc.) of national resources. As stated in Chapter 10, **Section 13.6 and Chapter 20, Section 24.1.1.g** of the Eastern Area Interagency Mobilization Guide, this notification will be done by the electronic DMS mail system within 15 minutes of commitment. Use the following short and concise format: i.e. Helicopter has been committed to Michigan State, 20 miles north of Cadillac. Again, direct Status/Commit messages to mneacmob@dms.nwcg.gov.

21.2.3 INITIAL ATTACK AGREEMENTS

Agreements are established to authorize interagency involvement and provide cost effective suppression actions that benefit all agencies.

Within the Eastern Area, a unit may order resources directly from a neighboring unit, provided this direct ordering has been pre-identified in a written cooperative agreement or operating plan. When resources are requested utilizing a cooperative agreement, the sending unit can provide only the resources under its span of control. EACC should be notified when resources are committed. All initial attack resources responding to an incident under the authority of a cooperative agreement cannot be reassigned to another unit's incident or be put into standby status without prior approval from the sending unit.

If a fire is beyond a unit's jurisdictional boundary and additional resources are required, they must be ordered through EACC. All resources initially ordered under cooperative agreements and remaining on the incident beyond initial attack must also be formally ordered through EACC.

21.3 NON-INCIDENT RELATED ORDERING (See NMG, Ch. 20)

21.4 COST CODING (See NMG, Ch. 20 for BLM, BIA, NPS, FWS, and FS codes.)

22 OVERHEAD/CREWS (including personnel mobilized on engines, equipment, fixed wing and helicopter requests)

Personnel must be requested by the description found in the Fireline Handbook, NWCG Handbook 3, PMS 410-1, NFES 0065 (March 2004) and in the National Interagency Incident Management System (NIIMS) Wildland Fire Qualification System Guide, PMS 310-1, NFES 1414 (April 2006). All requests will be in one of these categories:

C = Crews by type

O = Overhead by position title

IA = Initial Attack Smokejumpers

Resources must meet qualifications as set by the sending unit's agency requirements. Eastern Area Dispatch Centers are responsible for ensuring ALL performance criteria as requested by the resource order are met.

22.1 OVERHEAD / CREW MOBILIZATION & DEMOBILIZATION (See also NMG, Ch. 20, Section 22.1)

22.1.1 OVERHEAD / CREW MOBILIZATION

Eastern Area Coordination Center will ensure that all resource mobilization activities will be conducted with a high regard for safety and cost effectiveness. Dispatch Centers within the Eastern Area will fill orders from the best, most logical source available. This choice will be made on the basis of urgency or need, availability, delivery time, cost effectiveness, closest forces concept and above all, safety.

All Mobilization / Demobilization of Eastern Area resources must adhere to the 2200 hour rule.

Sending units will ensure that all personnel, crews, engines, equipment, and aviation resources mobilized have:

- A. Valid photo ID**
- B. Copies of the completed Resource Order**
- C. Four copies of the passenger / cargo manifest**
- D. All personnel transported by chartered aircraft will be documented on the Aircraft Flight Request / Schedule**
- E. Form(s) OF-288 – Emergency Firefighter Time Reports**
- F. Lunches or double-lunches, when appropriate**

All resources being mobilized should review geographic area web sites (**Predictive Services** Section) for current and expected fire weather/behavior, **fire danger pocket cards** and other pertinent safety information of the destination point. The EACC website (<http://gacc.nifc.gov/eacc>) provides links to all other geographic area websites.

22.1.1.1 CASUAL HIRE / ADs / EMERGENCY FIREFIGHTER INFORMATION

Unless specified “agency only”, ADs and private contractors will be accepted for suppression and severity orders.

Per the April 2004 Interagency Incident Business Management Handbook (IIBMH) (NFES 2160 / PMS 902) and the March 23, 2006 FSH 5109.34 Pay Plan for Emergency Workers, Area Commander, Type 1 or Type 2; Incident Commander, Type 1 or Type 2; Deputy Incident Commander, Type 1 or Type 2; Security Specialist Level 1 or Level 2 (& Trainees); Security Manager (& Trainees); Fire Investigator; and Buying Team Leader are key positions and may be filled only by current agency employees.

In addition, the IIBMH also recommends that the following positions also be filled by current agency employees: Incident Business Advisor, Finance / Administration Section Chief, Procurement Unit Leader, Compensation/Claims Unit Leader, and Injury Compensation Specialist. See IIBMH Chapter 10, section 11.2 for additional details.

22.1.1.2 NAME REQUESTS

Name requests for suppression or all-hazard incidents should be rare and will only be accepted for highly specialized positions or to meet specific agency objectives (for example, name requests between state agencies). The ordering unit must confirm availability for the individual being requested prior to placing the request. All name requests not filled by the sending unit will be returned to the requesting unit by EACC as UTF.

Severity requests often involve strategic movement of resources from areas with lower fire potential. In these cases, name requests may be appropriate and are typically directed by agency managers.

Name requests charged to budgeted / programmed, non-suppression funds are acceptable and will be processed without delay. These requests are typically for agency specific projects and are normally for “agency only” resources.

For Name Requests of resources from outside of the Eastern Area being brought into Eastern Area for agency specific projects, a request justification must be entered into the ROSS Special Needs and/or Documentation areas for the Name Requested resource.

22.1.1.3 TRAVEL INFORMATION

All personnel will carry valid photo identification cards while on assignment to facilitate transportation arrangements when made via commercial air carriers and / or rental vehicle agencies and for check-in at the incident.

When assigning overhead personnel, travel arrangements should meet the DATE/TIME NEEDED as requested on the resource order as best as possible. If any travel delays are experienced, notify EACC immediately. Travel arrangements should be made as one-way refundable ticket reservations only, no open end or round trip tickets.

Rental cars for assignments are acceptable only if the requesting unit **authorizes** this as part of the resource order instructions. **All resources who are authorized to rent a vehicle must have a current Defensive Driving Certificate in possession prior to mobilization.**

Eastern Area Resources dispatched to **incidents** are normally *expected to fly commercially*. Exceptions to this will be documented as being fiscally efficient and safe, authorized by the incident, **approved by the EACC Coordinator** and relayed through official dispatch channels. Normally, any dispatch requiring a one-way driving time of over ten hours, and/or driving in the dark, is not considered a safe mode of travel.

If the Incident is further than 500 miles (or approximately a 10 hr driving duty day), additional authorization must be requested and approved from the EACC Coordinator prior to resource mobilization for all Overhead requests authorizing Agency Owned or Government Owned Vehicles (AOV / GOV).

22.1.1.4 NIGHT MOBILIZATION

Night mobilization (mobilization between the hours of 2200 and 0500) is to be avoided other than with specific commercial carriers (for example: National contract aircraft, bus carriers, etc). If incident objectives necessitate “night mobilization”, then mode of travel and travel times will be negotiated with the ordering office and EACC to ensure personnel safety and rest requirements are met.

22.1.1.5 CELL PHONES, LAPTOPS, RADIOS, MISC EQUIPMENT

Per the April 2004 Interagency Incident Business Management Handbook (IIBMH) (NFES 2160 / PMS 902), if the requesting incident agency has identified on the resource order that electronic devices such as cell phones, computer laptops, radios, GPS units, etc. are required to accompany the ordered resource, the hiring official will assist the resource with obtaining government issued prior to dispatch. If the hiring unit is unable to provide government owned equipment, the resource’s home dispatch center should contact the incident prior to mobilization so that the incident may secure this equipment for the resource’s arrival.

Per the IIBM, agencies, incident management teams or incident support units (for example: resource’s home unit or dispatch center) should not establish Emergency Equipment Rental Agreements (EERA) or other federal contracts for personal computers, laptops, cellular phones, personal data assistants (PDA),

cameras, or global positioning systems (GPS) as the incident unit should provide these items.

22.1.2 OVERHEAD / CREW DEMOBILIZATION

Emphasis will be placed on having personnel home no later than 2200 local time during all demobilization. Occasionally, the availability of transportation or other circumstances will dictate the time frames during demobilization. If resources cannot be reasonably expected to arrive home by 2200 hours local time, then mitigation measures are to be taken (such as remain overnight at a local hotel **or mob center**) and documented on the resource orders. **Upon return from assignment, all personnel are required to provide a copy of their performance evaluation to their local dispatch center for record retention.**

22.1.2.1 NONSTANDARD DEMOBILIZATION

There are several nonstandard demobilizations that may occur, such as when the Agency requests an individual to be released, a family emergency, medical and disciplinary demobilizations. It is important to involve EACC and the IARR's (Interagency Resource Representative) in any of these instances. When an emergency situation arises, confidentiality of the individual involved must be strictly maintained.

A. AGENCY REQUESTED RELEASE When the sending unit requests the employee to be released due to unforeseen commitments, i.e.: testimony for a trial or human resource issues.

B. EMERGENCY RELEASE When an emergency situation occurs, the family member or friend is to contact the home dispatch unit. The home dispatch unit will relay the message to EACC. EACC will promptly deliver the message through standard dispatch channels or through the IARR. Personnel will not be contacted on an incident unless it is an emergency. It must be understood that communication is not easy and does not occur quickly on an incident.

C. MEDICAL RELEASE When there is an emergency on an incident, NICC and IARR's will contact EACC. EACC will notify the sending dispatch unit through dispatch channels. Provisions should be made to address any special needs, i.e.: help deplaning, agency appointed escort, ambulance or special vehicle for transportation.

D. DISCIPLINARY RELEASE When a resource is released for disciplinary reasons, no reassignment will be considered. If a crewmember is involved, the IARR will notify EACC and EACC will notify home unit. The home unit will be responsible for disciplinary action. It is very important to document all details.

E. PERFORMANCE ISSUES Unit Leaders and/or Incident Commanders will complete performance evaluations for all substandard performances (based on qualification levels or the ability to do the job) for suppression/support resources. These evaluations will be

sent to the local line officer. EACC will be notified immediately if resources are to be considered unavailable.

22.2 CREWS (also see NMG, Ch. 20)

Crews will be ordered by type. Four types exist for National or Interagency assignments. They are: Type 1, Type 2 IA with initial attack capability, Type 2, and Type 3. Refer to NMG Ch. 60, Section 62.2 for minimum crew standards for national mobilization. Standard crew size is twenty (20) people maximum, and eighteen (18) people minimum (including Crew Boss, Crew Representative, and trainees).

All federal and state agencies should combine personnel into interagency crews for efficiency of mobilization. Units will be responsible to prepare employees for mobilizations. Crewmembers are required to have annual refresher training. Units should organize, train and equip crews. Units should ensure that crewmembers are fit for arduous duty for a minimum of 14 days.

All sending dispatch centers within the Eastern Area will use the ROSS system roster to FILL the crew request. In addition, all sending dispatch centers will provide to the crew boss a Passenger and Cargo manifest form (available on the EACC website) which matches the ROSS roster. Due to last minute changes, travel / flight itineraries should be entered into ROSS once the crew has mobilized and the flight has departed.

If EACC is arranging travel via commercial airlines, crew manifests must include full passenger name, gender, passenger and cargo weights, position, home agency/unit identifiers and demob point (3 letter airport designator) for each crewmember.

22.2.1 CREW IDENTIFICATION

The ROSS Crew unit provider identification should reflect the name and *agency identifier* of the sending unit, NOT the identifier of the sending dispatch center. See below for example.

XX-YYY (XX = Alpha State Identifier) - (YYY = Alpha agency/Unit Identifier)

Right:	MO-MTF	- Mark Twain National Forest
Wrong:	MO-MOC	- Missouri/Iowa Interagency Dispatch Center

The ROSS Crew name can be modified to represent a unique crew name, number or interagency component as determined by the crew's home dispatch center.
For example: MFC #1, Mingo #2, or OIC Interagency Crew #1.

22.2.2 CREW MOBILIZATION

When crews are being transported via commercial airlines (Northwest, Delta, etc.) picture identification cards are required for all individuals to pick up boarding passes.

Crews traveling by air are not expected to arrive with hand tools or chainsaws. Requesting units are expected to order tools and/or saws from the Northeast Interagency Fire Cache (MN-NEK) for incoming crews traveling by air.

Crews will be transported by the sending unit to and from their designated mobilization point. Unit dispatchers and EACC will agree upon a report time and relay the ready to load time when mobilizing crews.

22.2.2.1 MOBILIZATION CENTERS

Mobilization Centers can be activated by EACC for activity generated outside the local area, or by local units based upon their needs. Below are the established centers designated in the Eastern Area. The units listed are responsible for staffing the centers. Temporary mobilization centers may be designated at the discretion of the MAC Group or EACC.

Eastern Area Mobilization Centers

Responsible Unit	Mobilization Point
Minnesota Interagency Fire Center	DLH = Duluth, MN
Mark Twain National Forest	STL = St. Louis, MO
State of New Hampshire/ White and Green Mountain NFs	MHT = Manchester, NH
PA Dept. of Conservation & NR	MDT = Harrisburg, PA

Each responsible unit will meet annually with local interagency partners associated with the mobilization center to review the operation plan. Units activating and utilizing the mobilization center will need to review and comply with the local area mob center operating plan.

The sending unit will provide resources with personal protective equipment (PPE) and gear.

Mob Center Managers will keep EACC informed of all ARRIVALS and DEPARTURES from their mobilization centers through dispatch channels.

22.2.3 INTERAGENCY RESOURCE REPRESENTATIVE (IARR)

The IARR position will be ordered on an overhead resource order initiated by EACC. The IARR reports to EACC and is responsible for the safety and well being of all Eastern Area resources (individuals and crews). An IARR will be ordered for every four or more crews committed. The IARR is the responsibility of EACC to mobilize, demobilize and ensure proper notification to the receiving GACC.

Expectations of the IARR are to keep EACC informed of resource status and crew performance and assignment on a daily basis by providing reports. Reports should provide the following information: status and assignments of resources, morale, performance, and health. The IARR information will be documented and a crew report will be created by EACC and posted to the EACC website. (IARR Daily Crew Report form is available on the EACC website, IARR Qualification see 90.4.2)

The IARR must be highly skilled in **interagency incident** business management, incident management procedures, accident reporting, commissary, **government travel regulations**, medical care procedures, mobilization and demobilization, and **incident** timekeeping. The IARR is expected to possess knowledge of these policies as they relate to each agency represented by the Eastern Area. When working with the Incident Command Team, the IARR will normally interact with the Planning Section Chief.

The IARR is expected to be self-sufficient. The IARR ROSS resource order normally authorizes a rental vehicle. Refer to EMG Chapter 20, Section 22.1.1 for additional mobilization & travel procedures.

22.3 INTERAGENCY FIRE USE MODULES (See NMG, Ch. 20)

22.4 SMOKEJUMPERS (See NMG, Ch. 20)

22.5 HELICOPTER MODULE (See NMG, Ch.20, IHOG NFES 1885)

22.5.1 ORDERING

Whenever a Call When Needed (CWN) helicopter is ordered, a helicopter module is required to support this resource. The requests for a module shall be placed on an overhead resource order, with a separate overhead request number for each position. Cross-reference notations should be made on the corresponding aircraft resource order to identify which module is assigned to which helicopter. The helicopter module will meet with their helicopter off site from the incident prior to arrival at the incident.

22.5.2 PERSONNEL REQUIREMENTS FOR CWN HELICOPTERS

CWN Type 1 and 2 Helicopters There are two categories of helicopters: limited (no passenger carrying) and standard (passenger carrying).

For all agencies within the Eastern Area, the following CWN helicopter manager/module requirements shall be met:

TYPE 1 LIMITED	MANAGER (HELM) ONLY
TYPE 1 STANDARD	MANAGER (HELM) AND FOUR (4) CREWMEMBERS (HECMs)
TYPE 2 LIMITED	MANAGER (HELM) ONLY

TYPE 2 STANDARD

MANAGER (**HELM**) AND THREE (3)
CREWMEMBERS (HECMs)

TYPE 3 & 4

MANAGER (**HELM**) AND TWO (2)
CREWMEMBERS

Units requesting a module for a CWN helicopter will do so by an Overhead (O) request for each position.

For requirements during project use, refer to Interagency Helicopter Operations Guide (IHOG), NFES 1885.

22.5.3 QUALIFICATIONS

All helicopter managers and helicopter crewmembers must be qualified in accordance with agency policy. Refer to Interagency Helicopter Operations Guide, (IHOG, NFES 1885), for guidance. There is no type distinction between Type I, II or III helicopter managers or crewmembers.

22.6 COMMUNICATIONS COORDINATOR (See NMG, Ch.20)

A Communications Coordinator (COMC) must be assigned when a second 4390 Starter System is assigned to any incident within a 100 air mile radius of the first assigned 4390 System.

22.7 INCIDENT METEOROLOGIST (See NMG, Ch.20)

Local units will place a request for an Incident Meteorologist (IMET) directly to the nearest National Weather Service office providing fire weather services. If one is not available locally, **or if the National Preparedness Level is at 4 or higher**, the request will be placed with EACC. **EACC will contact the NWS National Fire Weather Operations Coordinator (NRWOC) (Larry Van Bussum or acting) in Boise, Idaho by calling 1-208-334-9862 (office) or 1-208-863-2582 (cell).** See NMG, Ch. 20.22.7 for additional information.

A Fire Behavior Analyst (FBAN) will be ordered when an IMET is requested.

22.8 CACHE SUPPORT POSITIONS (See NMG, Ch.20)

22.9 **NATIONAL** INCIDENT MANAGEMENT TEAMS (See NMG & EMG, Ch. 20 & Ch. 60)

22.9.1 **INTERAGENCY** INCIDENT MANAGMENT TEAMS (See NMG & EMG, Ch. 20 & Ch. 60)

22.9.2 **NATIONAL AREA COMMAND TEAMS** (See NMG & EMG, Ch. 20 & Ch. 60)

22.9.3 **INTERAGENCY FIRE USE MANAGEMENT TEAMS (FUMT)**

(See NMG & EMG, Ch. 20 & Ch. 60)

Eastern Area hosts one FUMT (Bonefeld). See EMG Ch. 60 for additional information.

FUMTs configuration consists of the following positions:

- | | | |
|----|---|---------------|
| A. | Incident Commander, Type 2 | (ICT2) |
| B. | Safety Officer, Type 2 | (SOF2) |
| C. | Public Information Officer, Type 2 | (PIO2) |
| D. | Operations Section Chief, Type 2 | (OSC2) |
| E. | Planning Section Chief, Type 2 | (PSC2) |
| F. | Long Term Fire Behavior Analyst | (LTAN) |
| G. | Logistics Section Chief, Type 2 | (LSC2) |
| H. | (3 positions TBD after discussion with ordering unit) | |

22.9.4 **NATIONAL PARK SERVICE ALL-RISK INCIDENT MANAGEMENT TEAM** (See NMG & EMG, Ch. 20 & Ch. 60)

22.10 **INCIDENT SUPPORT TEAMS** (See NMG & EMG, Ch. 20 & Ch. 60)

22.10.1 **NATIONAL INTERAGENCY BUYING TEAMS**

(See NMG & EMG, Ch. 20 & Ch. 60)

Eastern Area hosts one BUYT (Thompson). See EMG Ch. 60 for additional information and BUYT configuration.

22.10.2 **ADMINISTRATIVE PAYMENT TEAMS (APTs)** (See NMG & EMG, Ch.60)

22.10.3 **BURNED AREA EMERGENCY RESPONSE (BAER) TEAM**

(See NMG & EMG, Ch. 20 & Ch. 60)

22.10.4 **CRITICAL INCIDENT STRESS DEBRIEFING TEAMS**

(See NMG Ch. 20 & Ch. 60)

A critical incident is any incident so unusually stressful and powerful that it breaks through an individual's emotional defenses to cause an immediate—or delayed—emotional reaction that may be beyond a person's ability to cope. Examples of critical incidents and when a briefing is required are:

- Death of an individual or a group of people
- Fire shelter deployment, loss of life following (or despite) unusual physical or emotional effort (in particular, for emergency or fire medical personnel)

- An accident with fatalities, or an incident with serious potential to have caused an accident

Critical Incident Stress Debriefing Teams should be available through an agency/state/tribal employee assistance program. If a team is not available at the local unit/area, requests for Debriefing Teams will be made to EACC on an overhead resource order. The National Park Service has two Critical Incident Stress Debriefing Teams available for interagency use.

22.10.5 NATIONAL FIRE PREVENTION AND EDUCATION TEAMS

(See NMG, Ch. 20 & Ch. 60)

See EMG Ch. 60 for additional **Eastern Area team** information and team configurations.

22.10.6 WILDLAND FIRE AND AVIATION SAFETY TEAMS (FAST)

(See NMG, Ch.20)

The Eastern Area will utilize FAST teams depending on the level of activity, the duration, and the dispersion of activity across the region.

22.10.7 AVIATION SAFETY ASSISTANCE TEAMS (ASAT) (See NMG, Ch.20)

Aviation Safety Assistance Teams (ASAT) enhance safety, efficiency and effectiveness of aviation operations. ASATs provide assistance to unit and aviation managers, flight crews, and Incident Management Teams for increasing, on-going or declining incident aviation activity. Orders for ASATs will originate at EACC. If a team cannot be filled internally, it will be placed to NICC through the established ordering channels. The following configuration will be used when ordering an ASAT.

- THSP – Safety Specialist
- THSP – Fixed Wing Specialist
- THSP – Helicopter Specialist
- THSP – Aviation Manager Inspector
- THSP – ASAT Trainee as identified by team leader

Teams require 24 hours for mobilization.

During widespread fire aviation activity throughout the Eastern Area, a centralized location for the formation, briefing and debriefing of ASATs may be established. This shall be coordinated by EACC.

ASATs receive an assignment briefing with management concerns and/or issues identified in a letter delegating authority, which establishes the roles of the team and its expectations. The teams will provide daily feedback to the person(s) identified in the delegations of authority. Teams will conduct an exit briefing and will provide a written report prior to demobilization.

22.10.8 EASTERN AREA FIRE ACCIDENT INVESTIGATION TEAMS

EACC will use the following mobilization procedures for mobilizing an Eastern Area Accident Investigation Team(s):

1. The Agency Administrator will designate a Team Leader and will contact the EACC Coordinator with the team leader and configuration information. EACC will then check on resource availability.
2. Each of the following positions (if needed) will be filled with one person as selected by the Agency Administrator:
 - i. Team Leader
 - ii. Deputy Team Leader
 - iii. Chief Investigator
 - iv. Fire Operations Specialist
 - v. Fire Safety Manager
 - vi. Documentation Specialist

It is important for EACC to work closely with the Team Leader and the Agency Administrator to ensure the necessary positions are filled for the Team.

The Team Leader will ensure that the field unit has complied with Master Agreement provisions regarding Union notification.

Fire Accident Investigation teams will receive an assignment briefing with management concerns and/or issues identified in a letter delegating authority, which establishes the roles of the team and its expectations. The team(s) will provide daily feedback to the person(s) identified in the delegations of authority. Teams will conduct an exit briefing and will provide a written report prior to demobilization.

22.11 MISCELLANEOUS OVERHEAD POSITIONS

22.11.1 FIRE SECURITY POSITIONS

National Wildfire Coordinating Group (NWCG) federal agency law enforcement personnel meeting Technical Specialist-Security Level 1 (SEC1) and Technical Specialist-Security Level 2 (SEC2) qualifications will continue to be the first priority for assignment to fill resource requests for SEC1, SEC2 and SECM (Security Manager) positions on federal incidents. These personnel provide the broadest range of ability and authority.

SEC1: Certification as Criminal Investigator or Law Enforcement Officer. Resource is authorized and equipped to carry firearms, make arrests, serve warrants, conduct searches and seizures. Authorized to enforce federal or state laws.

The following is a comparison of equivalent ratings among agencies. However, when actually ordering, ensure that the individual is certified at the level specified (i.e. Security Specialist 1).

FS:	Law Enforcement Officer
STATE:	Title varies by state
BLM:	Ranger / Agents
BIA:	Commissioned Officers
NPS:	Commissioned Officers
FWS:	Refuge Officers

SEC2: Annual recertification as a FS Forest Protection Officer (by Richard R. Glodowski, Special Agent in Charge, USFS R9 RO). Resource is not authorized or equipped to carry firearms, serve warrants, or conduct searches and seizures. Authority to enforce federal criminal laws and regulations.

For out of the Eastern Area SEC2 assignments, it is up to the incident's requesting unit to determine if state LEOs are acceptable to fill the request. All Eastern Area Dispatch Centers with state LEO resources available to take a SEC2 assignment must contact EACC prior to filling the ROSS resource request. The EACC Coordinator will work with the Requesting Unit's GACC to ensure the incident's acceptance of the state resource. All communication should be documented within the ROSS resource request.

SECM (Security Manager): Manager position responsible for resource orders and approval of payment. May not exercise law enforcement authority and duties unless resource meets applicable SEC1 or SEC2 qualifications. This position may not be filled by AD hire.

SECG (Security Guard): This non-law enforcement officer position can be filled by AD hiring authority and procurement of private services. Personnel utilized in this position shall not exercise law enforcement duties of either state or federal law, including arrest or detention of persons, nor carry weapons or other defensive equipment. They can not wear their agency uniform or use their agency vehicle since they have NO law enforcement authority.

Federal Resources:

SEC1, SEC2 and SECM are to be filled by Federal Agency Law Enforcement Officers (LEOs) only. Many federal law enforcement personnel also have been provided with state peace officer authority (authority to enforce state law). Federal officers may also obtain U.S. Marshal Service deputations should expanded federal authority be required. AD hiring authority and procurement of private services may not be used for these positions.

State and Local Resources:

After federal law enforcement resources, the second priority source of obtaining versatile resources on fire incidents is peace officers of state and local law enforcement

agencies with jurisdiction in the area of the incident. **Because the enforcement of state laws falls primarily under the jurisdiction of state peace officers in the jurisdictional area of the incident, non-local State Agency LEOs must have full peace officer authority for the jurisdiction where the incident is taking place.**

State peace officers meeting Forest Service Manual 5354.03 and 5354.1 guidelines may be used in SEC1 and SECM positions if resource meets the above jurisdictional authority. The FS is authorized to provide reimbursement to state and local law enforcement agencies for services requested by the FS, or for expenses they may incur in executing their own duties on NFS lands. This reimbursement is provided through service agreements or cooperative agreements pursuant to the Sisk Act (P.L. 92-92, 16 U.S.C. 551a) respectively. Most cooperative law enforcement agreements administered by the FS Law Enforcement and Investigations (LEI) program now contain language allowing the agreement to be used for emergency incident reimbursement.

Peace officers, law enforcement officers, and commissioned officers who fill the SEC1 position shall report to the incident with their defensive equipment. Defensive equipment shall be transported and carried in accordance with respective agency policies.

If the ROSS resource request specifies in the special needs or documentation that an Agency-owned Vehicle or a Law Enforcement Vehicle is authorized to drive to the incident, *all Incident Operations Driving guidelines including work / rest policy as stated in the Eastern Area Mobilization Guide in Chapter 10, Section 10.1 must be adhered to.*

If the Incident is further than 500 miles (or approximately a 10 hr driving duty day), additional authorization must be requested and approved from the EACC Coordinator prior to resource mobilization for all Overhead requests authorizing Agency Owned or Government Owned Vehicles (AOV / GOV).

Order Procedures for Forest Service resources only:

SEC1 resources will be placed on Forest Availability lists by Supervisory Law Enforcement Officers (SLEO's). The Supervisory LEO's will maintain and update SEC1 resource availability with Forest Dispatchers. LEI personnel are approved to fill resource orders for other than law enforcement jobs, provided they meet the ICS qualifications. Supervisory LEO's are expected to have at least one person available at any given time to assist in filling SEC1 request/s. If no SLEO's can be contacted, the Regional Office (R-9) Regional Patrol Commander (Berniece Anderson) or Special Agency in Charge (Rich Glodowski) should be contacted immediately. Any requests for Special Agents or Investigators are to be coordinated with the Regional Office and EACC.

22.11.2 HUMAN RESOURCE SPECIALIST

The following applies to Forest Service incidents only. A Human Resource Specialist will be ordered for Forest Service incidents with 300 or more people. Incident Commanders should evaluate the need for this position on incidents with less than 300 people and order one if needed.

22.11.3 UNION REPRESENTATIVES

Incident Commanders of Type I and Type II Incident Management Teams are responsible for notifying the EACC via the unit dispatch center when a fire has reached a level of three hundred (300) individuals on a Forest Service fire or three hundred (300) Forest Service employees on other than a Forest Service fire. The Incident Commander will notify the local agency administrator who will contact the appropriate union representative. Notification will include the fire name and the name of the Incident Commander.

22.11.4 INCIDENT BUSINESS ADVISOR (IBA)

This position works under the direct supervision of the agency administrator and in coordination with the incident management team during the incident. The primary duty of the Incident Business Advisor is to provide the agency administrator with an overview of the fiscal management of the incident, and make recommendations for improvements.

This position should be a problem solver, provide recommendations on issues, be a source of local, regional or even national knowledge, and be a helpful consultant to the incident's command and general staff for the tough or unusual situations that occur. The Incident Business Advisor must be a person with vast experience and the aptitude to work with people and effectively identify and help solve problems under extreme pressure situations. The agency administrator will request an Incident Business Advisor as soon as it is determined that the fiscal scope of the incident dictates additional oversight.

22.11.5 TECHNICAL SPECIALIST (THSP) POSITIONS

A description of the actual position requirements must be included when ordering Technical Specialists.

23 EQUIPMENT/SUPPLIES (See NMG, Ch. 20 and NFES Catalog Part 1: Fire Supplies and Equipment)

23.1 EQUIPMENT/SUPPLIES MOBILIZATION (See also NMG, Ch.20)

EQUIPMENT:

Equipment will be requested on an Equipment Order. All resource information, including travel, will be relayed electronically through ROSS.

Examples of Equipment resources are:

- A. National Contract Mobile Food Services (Caterers).
- B. National Contract Mobile Shower Facilities.
- C. National Contract Mobile Commissary Services.
- D. Rolling Stock – engines, water tenders, dozers, etc.
- E. Telecommunications items (NIRSC systems and kits)
- F. Fire or Project Remote Weather Stations
- G. Atmospheric Theodolite Meteorological Units (ATMU)

SUPPLIES:

Supplies will be requested on a Supply Order. Supplies are identified as materials or goods not defined in any other resource or service category.

Examples of Supplies resources are:

- A. NFES items (other than NIRSC systems and kits).
- B. Mobile Cache Vans (other than MI-HIF Cache Trailer).
- C. Local Purchase.

23.1.1 ORDERING PROCEDURES

In addition to those identified in the National Interagency Mobilization Guide, procedures for supply orders for all agencies are as follows:

- A. All supplies should be ordered using the resource order form directly to the cache via computer or fax with receipt confirmed by a phone call.
- B. Fire replacement orders (see Ch.20, Exhibit 18) must also follow the appropriate dispatch channels and ordered directly to the cache.
- C. Resource orders must contain:
 - 1. Realistic date and time needed.
 - 2. Standard pack and unit of issue, using NFES numbers.
 - 3. Transportation/delivery instructions.
 - 4. A valid charge code

Prior to placing an order, units should check orders to identify immediate critical item needs, cost effectiveness, numbers and completeness.

Non-standard items must be agreed upon in advance or purchase locally.

23.1.2 NATIONAL INTERAGENCY SUPPORT CACHE

The Northeast Interagency Fire Cache (MN-NEK), located in Grand Rapids, Minnesota, is the National Interagency Support Cache for the Eastern Area.

ALL STATES AND FEDERAL UNITS WILL ORDER DIRECTLY TO NEK THROUGH RESOURCE ORDERS, FIRE REPLACEMENT FORMS, PURCHASE ORDERS, OR REQUISITIONS. Units needing charge codes should contact their agency administrator. Items ordered through the cache system for purchase most likely will be reconditioned to national standards. If new items are desired, one can purchase directly from GSA or the supplier. Contact the NEK manager for further details. **See EMG Chapter 50, Section 58.1 for contact information.**

23.1.3 INCIDENT SERVICE AND SUPPLY PLAN

Refer to Section 25 in the Interagency Incident Business Handbook for specific documents to be included in the service and supply plan.

23.1.4 RECOMMENDED ORDERING OF EQUIPMENT AND SUPPLIES FOR EASTERN AREA INCIDENTS

The following items should be **ordered** whenever an Incident Management Team is ordered **for an Eastern Area incident**:

- Starter System ICS Command/Logistics Radio System NFES #4390
- Region 9 Mobile Cache Van (NFES 7521)
- Medical Unit Leader

The following items should **be also be considered for ordering** whenever an Incident Management Team is ordered **for an Eastern Area incident** (depends on the local area's ability to support the incident):

- Caterer (along with Contract Officers Representative (COTR) and Food Unit Leader (FDUL))
- Shower Unit

Additionally, teams have "pre-orders" which will be relayed and negotiated with the requesting unit at the time of dispatch.

23.1.5 PROCEDURES FOR ORDERING NORTHEAST (NEK) 100 PERSON MOBILE SUPPORT CACHE VAN (NFES 7521)

The Northeast Interagency Fire Cache (NEK) does not stock the National Mobile Cache Support Van (NFES 2069) but instead stocks a R9 Mobile Cache Support Van (NFES 7521). The R9 Mobile Cache Support Van (NFES 7521), contains incident base supplies like overhead function kits, copy machines and tactical firefighting supplies like pumps, hose, hand tools, first aid kits, etc. The NEK will have two R9 Mobile Cache Support Vans (NFES 7521) loaded in semi-trailers available each spring. Additional R9 Mobile Cache Support Vans will be activated as necessary. When the Cache's ability to build these regional kits is exhausted, National Mobile Cache Support Vans (NFES 2069) may be brought in from other National Caches to fill the need. **See Chapter 70, Section 78 for the inventory of the R9 Mobile Cache Support Vans.**

Mobilization for the Mobile Cache Support Van will be coordinated by NEK through EACC.

When the need exists to have a R9 Mobile Cache Support Van pre-positioned somewhere besides the Northeast Interagency Fire Cache, a preparedness resource order will be submitted by the requesting unit and transmitted to EACC through normal dispatch channels. EACC will transmit the request to NEK for mobilization to the requested destination for preposition.

Dispatching of the Cache Van on Host Unit Incidents:

When needed on the unit, the host unit will TRANSFER the unit from the preparedness order to an incident resource order. The resource order will then be transmitted through normal dispatch channels to EACC. EACC will then notify NEK.

Dispatching of the Cache Van to another Unit's incident:

The requesting unit will place a resource order through normal dispatch channels with EACC. EACC will place the resource order with the host unit for assignment of the cache van to the off unit incident. The host unit will arrange for movement to the incident (furnish drivers). EACC will notify NEK of the movement to an incident by relaying the resource order activating the cache van.

23.1.6 PROCEDURES FOR ORDERING HIAWATHA NATIONAL FOREST 70 PERSON MOBILE SUPPORT CACHE TRAILER

The Hiawatha National Forest (MI-HIF) in the Upper Peninsula of Michigan also has a mobile Fire Cache Support Trailer capable of supporting up to 70 firefighters. It contains a variety of tactical firefighting equipment and supplies such as generators, pumps, NOMEX, hand tools, MREs, etc. It is available to Michigan, other Great Lake states as well as to parts of the Mid-Atlantic and Big Rivers areas.

This Cache Support Trailer is ordered as a ROSS Equipment resource order and will be placed to EACC for forwarding on to the Upper Peninsula Dispatch Center (MI-UPC). Due to the need to hire a local contractor to move the trailer, there is some limitation as to travel timeframes. See Chapter 70, Section 78 for the inventory of the Hiawatha N.F. Cache Support Trailer.

23.2 EQUIPMENT/SUPPLIES DEMOBILIZATION (See NMG Ch.20)

A Cache Demob Specialist (CDSP) is recommended for demobilization of any incident requiring an incident management team. Equipment release information must be promptly relayed through dispatch channels using ROSS or shipping status forms in a timely manner.

NEK requires notification prior to returning supplies and equipment. Returned items should be boxed and a NFES 1472 Interagency Incident Waybill provided prior to shipment. A copy of the NFES 1472 Interagency Incident Waybill listing the items including incident order number and charge code is required. Fire Cache personnel will be able to answer any questions that may arise concerning the demobilization of supplies and equipment. Drivers of return loads must have the required NFES 1472 Interagency Incident Waybill for the load or may not be allowed to unload until the Waybill is obtained.

All items furnished to incidents by the Northeast Interagency Fire Cache (NEK) are considered to be on loan and must be RETURNED. All items must be returned in a timely manner to NEK during the demobilization process of the incident. If items are requested to be retained after an incident, the items are required to be transferred from the INCIDENT ORDER to a PREPAREDNESS ORDER. It is very important that equipment not be retained for anticipated needs unless prior arrangements have been made through EACC. Some items are expendable; i.e.: rations, disposable mess gear, one quart disposable canteens, gloves, etc. These expendable items, if used, should not be returned. Items which are NOT expendable and have continuing use/value should be returned; i.e.: canteen covers, pack frames, fire tools, sheaths, spare parts, etc.

Hazardous Material: Most incidents use petroleum products in their operations; gasoline, diesel, mixed fuel, etc. These fuels or products should remain or be recycled by the host agency where the incident occurred to be used for control burn projects, etc. The containers (i.e. gas cans, saws, pumps issued from the cache) must be purged and returned to the cache. In the event that full or partial containers of these products must be disposed of, contact local contractors for disposal.

Hose should be drained, dried, and rolled following the control of the incident and returned to NEK immediately. Certain types of hose begin to deteriorate at a rapid rate even with slight dampness. For this reason, do not store used hose for later use; it must be returned to NEK promptly. Kits used on an incident should be reassembled

before they are returned to facilitate reconditioning. Report all usage and or damage prior to return shipment.

Following a Type I or II incident, NEK will provide a Fire Loss/Use Report to the appropriate Forest/Agency Office showing the amount and cost of equipment sent and items returned to date from a particular incident. Any questions on these procedures, please contact EACC.

23.3 NATIONAL INTERAGENCY SUPPORT CACHE ORDERING PROCEDURES (See NMG, Ch.20)

23.3.1 NFES ITEMS IN SHORT SUPPLY (See NMG, Ch.20)

23.3.2 FIELD OFFICE REPLENISHMENT DURING FIRE SEASON

Agencies will use the NFES 1300 Incident Replacement Requisition form to place replenishment orders to the cache through normal dispatching procedures. Replacement orders must be the results of local fire suppression activities and have the appropriate wildland fire fund code. See replacement procedures outlined in 23.3.4.

23.3.3 FIELD OFFICE REPLENISHMENT OUTSIDE OF FIRE SEASON

Preparedness or orders outside of fire season should be submitted to GSA or other sources of supply as appropriate. This avoids duplicate transportation and handling costs.

23.3.4 INCIDENT REPLACEMENT OF NFES ITEMS

EACC will not process Incident Replacement Requisition Forms. It is the responsibility of the overhead or crew to obtain necessary signatures before leaving the incident.

23.3.4.1 INCIDENT REPLACEMENT: TYPE I AND II INCIDENTS

The incident supply unit leader (SPUL) will be responsible for handling incident replacement requisitions when a Type I or Type II incident management team is assigned. The SPUL approves replacement requests based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource's home unit.

If equipment and supplies are available at the incident for replacement, the request is filled at the incident supply unit.

If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the Supply Unit will place a resource order for needed items through appropriate channels to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the Supply Unit.

If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is being demobilized and Incident Replacement Requisition (NFES #1300) will be completed by the Supply Unit and forwarded to the geographic area cache.

All national geographic area caches will accept Incident Replacement Requisitions.

Authorized approvals and signatures MUST be included on the requisition. For Type I and II incidents, these approvals are limited to: Incident Supply Unit Leader, Logistics Section Chiefs, Support Branch Director, Incident Commander or Agency Administrator or Representative.

Completed forms may be taken back to their home unit and submitted to the Northeast Interagency Fire Cache (NEK). "S" numbers and authorizing signature(s) are required.

23.3.5 INCIDENT REPLACEMENT: TYPE III AND IV INCIDENTS

The hosting unit agency administrator or representative, such as the Fire Management Officer, will be responsible for handling incident replacement requisitions on Type III and IV incidents. The agency representative approves replacement requests based on Engine Accountability sheets or other fire equipment documents approved by the requesting resource's home unit.

If equipment and supplies are available at the incident for replacement, the request is filled at the incident supply unit.

If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the hosting unit will place a resource order for needed items through appropriate channels to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the host unit.

If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is being demobilized, an Incident Replacement Requisition (NFES #1300) will be completed by the Incident Commander and forwarded to the geographic area cache. All national geographic area caches will accept Incident Replacement Requisitions.

Type III and IV incident approvals are limited to the Agency Administrator or Representative (i.e. Fire Management Officer).

Replacement orders must be placed within 30 days of control of the incident, and before the end of the calendar year ordering cut-off (mid-December).

Resources may take completed forms back to their home unit and submit to the NEK. "S" numbers and authorizing signature(s) are required.

23.3.6 INCIDENT TO INCIDENT TRANSFER OF EQUIPMENT & SUPPLIES (See NMG, Ch. 20)

23.4 NATIONAL INCIDENT RADIO SUPPORT CACHE (NIRSC)

The primary intent of NIRSC is to provide large fire support communications. NIRSC does not provide communications support for initial attack. (See NIRSC National Incident Radio Support Cache User's Guide and/or the communication section of the NFES Catalog Part 1: Fire Supplies and Equipment)

23.4.1 RADIO MOBILIZATION

To ensure proper frequency coordination, the ordering office must include the Latitude & Longitude of the Incident on the resource order in ROSS.

Northeast Interagency Fire Cache (NEK) will preposition two Starter System ICS Command/Logistics Radios (NFES #4390) during the Eastern Area fire season.

Requests for prepositioning radio equipment will be made through established dispatch channels to EACC. **When a prepositioned system is assigned to an incident, the responsible unit must transfer the resource to a new request number on the new incident resource order.** Eastern Area units will notify EACC within 15 minutes of commitment of NIRSC radio equipment within their local unit.

For a complete listing of NIRSC telecommunications equipment, refer to the National Incident Radio Support Cache User's Guide, NFES # 0968, or the NWCG Fire Supplies and Equipment Catalog, Part 1, NFES # 0362.

Radios are intended for incident support and are not to be installed in private vendor aircraft for long-term usage.

23.4.2 RADIO DEMOBILIZATION (See NMG, Ch.20)

23.5 ATMOSPHERIC THEODOLITE METEOROLOGICAL UNIT (ATMU) **NFES #1836** (See NMG, Ch.20)

One ATMU is prepositioned at the Northeast Interagency Fire Cache. **Requests for an ATMU should be placed on a ROSS Equipment Order and be placed to EACC. Mobilization of ATMUs is not automatic. They will be mobilized only upon request from the Incident Meteorologist (IMET).** Unit should request an Incident Meteorologist (IMET) from their local National Weather Service office, anytime an ATMU is **needed**. If an IMET is unavailable from the local National Weather Service office, place the IMET overhead request with EACC.

ATMUs are National Resources. At National Preparedness Levels 4 and 5, all requests for ATMUs will be processed through NICC.

A Fire Behavior Analyst (FBAN) will be ordered when an IMET is requested.

23.6 FIRE REMOTE AUTOMATIC WEATHER STATIONS, (FRAWS)
NFES 5869 (See NMG, Ch. 20)

23.7 PROJECT REMOTE AUTOMATIC WEATHER STATIONS, (PRAWS)
NFES 5870 (See NMG, Ch. 20)

**23.8 NATIONAL CONTRACT MOBILE FOOD SERVICE AND NATIONAL
CONTRACT MOBILE SHOWER FACILITIES**

(See NMG, Ch.20 and National Interagency Mobile Food Services & Shower Facilities
Contracts and <http://www.fs.fed.us/fire/contracting>)

**23.8.1 NATIONAL CONTRACT MOBILE FOOD SERVICES AND SHOWER
FACILITIES MOBILIZATION** (See NMG, Ch. 20)

**23.8.2 NATIONAL CONTRACT MOBILE FOOD SERVICES AND SHOWER
FACILITIES REASSIGNMENTS** (See NMG, Ch. 20)

**23.8.3 NATIONAL CONTRACT MOBILE FOOD SERVICES AND SHOWER
FACILITIES DEMOBILIZATION** (See NMG, Ch. 20)

23.9 NATIONAL MOBILE COMMISSARY SERVICES (See NMG, Ch.20)

24 AIRCRAFT

Aviation resources are used for preparedness activities, supporting emergency incident operations, burn area rehabilitation projects, resource management project work, and administrative movement of resources and personnel. Requests for aircraft will be for official use and within Agency policy guidelines.

NICC is the sole source for large transport aircraft holding Federal Aviation Regulations (FAR) Part 121 Certificates and for Type I and II Call-When-Needed (CWN) helicopters (see Section 24.9). Units requiring aviation services other than those assigned to them or available through pre-approved agreement must order additional services through Eastern Area Coordination Center.

Cooperator aircraft (State contracted, State owned, State managed National Guard aircraft, county, city, or other) may be used on federal fires under the following conditions:

- A. Use of cooperator-owned aircraft prior to exhausting local contracted resources must involve a “significant and imminent threat to life or property.”**
- B. The pilot has been approved in writing for the aircraft and the mission by either the FS or the DOI’s Aviation Management Directorate (AMD).**
- C. The aircraft has been approved in writing for the mission by either the FS or AMD.**
- D. There exists a written MOU (Memorandum of Understanding), Interagency Agreement, or other document that authorizes this use and payment for this use.**
- E. The cooperator aircraft will be operated within any limits on its use established in the written approval.**
- F. The cooperator aircraft will be used only in situations where federal aircraft are not reasonably available.**
- G. The cooperator aircraft will be released when federal aircraft become reasonably available**

24.1 AIRCRAFT MOBILIZATION

When a local area has depleted local aircraft resources, requests will be placed with EACC. Aircraft assigned will become the receiving area's resource until released. Selection factors for hiring aircraft are in Section 24.3.3.

The following terminology will be used when ordering aircraft:

A. Knots (nautical miles per hour) shall be the standard term used for reference to airspeed.

B. VOR's (Direction-magnetic headings) will be used for all references to direction. Latitude and longitude must be provided.

C. Latitude and longitude must be in degrees and minutes

D. Aircraft registration numbers will be used when referencing helicopters, lead planes, and air attack aircraft. Airtankers will be referenced by the airtanker number; e.g., T-10

All aviation operations conducted within the Eastern Area will comply with their agencies manuals, guides and/or handbooks. Only certified aircraft and pilots (to include both USDA and USDI source lists) will be used for transporting federal employees. All federal flights will be documented on FS Form 6500-122, Flight Use Report or OAS Form 23.

Aerial operations conducted by states will follow state regulations except in joint operations with federal resources or on a federal mission.

24.1.1 ORDERING PROCEDURES

A. All aircraft orders should be coordinated through the local dispatch center.

B. Response times are the most critical aspect of IA resources. The target airtanker off time requirements of 15 minutes without compromising pre-flight and flight planning requirements should be adhered to.

C. The use of air attack and/or lead planes is critical for safe and effective support, and should be ordered.

D. Between the hours of 2000 and 0600 pilots shall not be dispatched or contacted, to ensure crew rest requirements are met. Orders for charter aircraft should not be placed with vendors between these hours, unless they have a separate dispatcher available. Pilots should ensure duty limitations are being met.

E. Orders for tactical aircraft should include the following minimum information and this information will be communicated to the pilots:

- 1. Latitude / Longitude (deg/min)**
- 2. Bearing and distance to nearby VORs and bases**
- 3. Frequencies**
 - a. Air to Air**
 - b. Air to Ground (with name of ground contact)**
- 4. Any Hazards in the area**
- 5. Other Aircraft in the area and Aircraft coming into the area.**
- 6. Reload base as applicable.**
- 7. Name of ordering Dispatch Center**

G. Centers must notify EACC of the commitment and release of national and area resources via the COMMIT message in DMS.

H. Local Airport Operations

- 1. Area Ramp Operations:** When fire related aircraft activity is anticipated at any airport, both mobilization and demobilization, it is the dispatch center's responsibility to assign the appropriate airport overhead required to manage operations (i.e., Airport Liaison, FWBM, RAMP, etc) to that location with adequate support to handle immediate and future needs.
- 2. It is the responsibility of the assigned airport personnel to keep the dispatcher promptly informed of ALL aircraft activity. This includes aircraft arrivals, departures, resources status, personnel, and all other pertinent information.**

24.1.2 AIRCRAFT OPERATIONS

Aircraft may be used for a wide range of activities, including the movement of personnel and equipment for suppression and preparedness reconnaissance, helitorch operations, PSD operations, delivery of retardant, etc.

There are four basic sources for aircraft:

- 1. Agency Aircraft**
- 2. Contracted aircraft (exclusive use)**
- 3. Call-when-needed (CWN) or aircraft rental agreement through the Aviation Management Directorate (AMD)**
- 4. Commercial Carriers**

Aircraft on federal incidents or are carrying federal employees must be carded by AMD or the US Forest Service. The fixed wing manager or other aviation managers assigned to a rotor or fixed wing aircraft are responsible for assuring that both the aircraft and pilot are currently carded for the desired mission. Commercial airlines are exempt from the aircraft and pilot carding requirement.

The Eastern Area Coordination Center maintains control of all heavy airtankers (Type 1 and 2) operating from bases located within the Eastern Area. The priorities for airtankers are 1) life and property 2) new starts 3) other priorities established by management. During high fire activity nationally the National Interagency Coordination Center will prioritize and relocate airtankers as needed.

24.1.2.1 Flight Crew/Aircrew Orientation

The local unit is responsible for providing an aviation briefing to:

- Incoming aviation resources
- Aviation Safety Assistance Teams (ASAT)
- Fire and Aviation Safety Team (FAST)

The briefing of non-local aviation resources, assigned to Type 1 and 2 IMTs, should include, but is not limited to the following:

- Local Administrative Procedures; meals, lodging, timekeeping, flight payment document procedures, etc.
- Airport Procedures, base security policy, and plan
- Specific Fire, Fuel, and Fire Behavior Conditions and Information
- Aerial hazards: Provide maps of Military Training Routes (MTR's); Special Use Airspace (SUA's); Temporary Flight Restrictions (TFR's); Aerial obstacles in fire area; Contact procedures prior to entering a SUA; TFR's, Letters of Agreement (LOA).
- Weather (Current and Forecast)
- Crew/Aircraft information sheets (See agency specific guide)
- Aircraft Status Summary
- Flight Following Procedures
- Local Information (Fueling, Water Sources, Sunrise/Sunset Times, etc)
- Radio Frequencies, Map Sets, and Warehouse Supplies

24.2 - DEMOBILIZATION. See National Interagency Mobilization Guide.

24.3 FLIGHT MANAGEMENT PROCEDURES.

24.3.1 AUTOMATED FLIGHT FOLLOWING (AFF) PROCEDURES.

See National Interagency Mobilization Guide.

24.3.2 DEFINITIONS AND GENERAL PROCEDURES

Informational needs, flight following and resource tracking methods, aircraft and/or pilot carding, and required management approvals differ between point-to-point flights and special use type mission flights. In order to identify the type of flight, as well as the difference between flight following and resource tracking requirements, the following definitions and general procedures have been established.

A. Point-to-Point Flight. **Typically, flights originate at one developed airport/heliport, with the flight route being direct to another developed airport/heliport. Leaving one airport/heliport, doing reconnaissance, and landing at another airport/heliport is not considered point-to-point. Point-to-point flights include logistical flights to move aircraft, crews, overhead, equipment, or supplies. When deviating from a planned route for aerial surveillance or other reasons, the deviation must be specified, documented and relayed to the scheduling dispatch office in advance. Except in an emergency or at the direction of an air traffic control facility, there shall be no deviation from the submitted Aircraft Flight Request / Schedule while enroute unless the agency representative aboard the aircraft reports the amended Flight Request/Schedule to a designated point-of-contact.**

1. Non-Administrative Flights. **These are flights conducted solely to transport persons and/or cargo as a result of a resource order. These include logistical flights to move aircraft, crews, overhead, equipment, or supplies.**

2. Administrative Flights. **These include point-to-point flights which are not mission-oriented or tactical in nature. They do not require the use of a resource order, however, Aircraft Flight Request / Schedule form 9400-1a is required. Utilization of a cost comparison form FS-5700-11 is necessary. Scheduling, flight information dissemination, flight following, and post-flight disposition of aircraft will remain the responsibility of the scheduling unit and will remain so until transferred through a confirmed hand-off of responsibility to another office or facility. This hand-off shall be documented.**

B. Special Use Mission Flights (Tactical). **These flights are defined as all flights other than "Point-to Point" flights. As such, special use flight requires work to be performed in the air (for example, aerial retardant/water delivery, reconnaissance, etc.) or through a combination of ground and aerial work (for example, delivery of personnel and/or cargo from helibases to undeveloped landing areas). Certain special use flights may require a project safety plan (Refer to appropriate agency guide, handbook or approved Unit Aviation Plan).**

C. Flight Following. **Flight following is the knowledge of an aircraft's location and condition with a reasonable degree of certainty that, in the event of a mishap, the survivors may be rescued. A written Aircraft Flight Request / Schedule (9400-1a) using the standard Request/Schedule form (See National Interagency Mobilization Guide, 28.4) is required for all flights, except for aircraft on special mission support flights within a local units jurisdiction. Confirmation that the flight plan was received will be done via telephone to ensure positive hand-off.**

Ensuring flight following procedures are implemented is the responsibility of the pilot/ Fixed Wing Manager.

The methods of flight following are:

- 1. Active FAA IFR flight plan**
- 2. Active FAA VFR flight plan**
- 3. Radio check-in with the agency at pre-established intervals, generally not to exceed 15 minutes, for all mission flights.**
- 4. Automated Flight Following (AFF)**

In addition, pilots that choose to flight follow with the FAA, either IFR or VFR, must confirm their arrival by telephone or radio with the receiving unit.

Flight following methods must be documented on an agency Aircraft Flight Request / Schedule for all cross jurisdictional flights and relayed to all responsible dispatch centers prior to departure. The pilot and scheduling dispatch will concur on the appropriate flight following method. Flight following through the FAA (either IFR or VFR) shall be required unless otherwise approved by the Scheduling Office. Mission-tactical aircraft ordered as an "A" request on a resource order will be flight followed via radio check-in, when working within the unit's area, or across jurisdictional boundaries sending dispatcher shall submit a Flight Request/Schedule and pilot will check-in with the ordering dispatch office on the radio frequency specified on Resource Order 10 minutes prior to arrival at the area of operation office.

- 1. FAA IFR. IFR flight plans shall be filed, activated upon departure, and closed upon arrival. An FAA Instrument Flight Rules (IFR) flight plan is required when flying into known or forecasted Instrument Meteorological Conditions (IMC). An IFR flight plan may be filed at pilot discretion in other cases.**
- 2. FAA VFR with Check-In. VFR flight plans shall be filed, activated upon departure, and closed upon arrival at destination. If an FAA Visual Flight Rules (VFR) flight plan is used, then a radio check-in every 60 minutes or less to an FAA facility is required.**

3. **Agency Radio Check-in with pre-established check in times (every 15 minutes for mission flights).** The pilot/flight manager/chief of party must be capable of maintaining radio contact with an agency dispatch center at intervals specified in the flight plan, but not to exceed the 15 minute maximum

4. **Automated Flight Following (AFF) Procedures.** AFF is an approved interagency method of flight following. Reference agency policy or see National Mob Guide.

5. **Telephone/Radio Arrival Confirmation.** Confirmation is completed when an aircraft is contacted via radio or the receiving dispatch center is called via telephone upon arrival at the airport. Aircraft ordered as an "A" (aircraft) request on a resource order and which are not located on the local unit will be tracked by telephone/radio arrival confirmation. The receiving unit will notify the sending unit (via established channels) immediately when they have established radio contact with the incoming aircraft or otherwise obtained operational control of the aircraft. Aircraft will be considered overdue when 30 minutes have elapsed from the ETA provided on the resource order and contact has not been established.

6. **National Flight Following Frequency.** National flight following frequency is limited to flight following information only. Relay of tactical information or fire reports must be performed on local unit frequencies. Standard information on initial contact is: Aircraft identification, fuel on board (time remaining), souls onboard, current location, magnetic heading, destination and ETA.

D. Resource Tracking. In order to achieve cost-effective movement of resources, utilization of aircraft, and to maintain positive control of resources, scheduling and/ordering offices may request the government representative on board an aircraft (i.e., Flight Manager, or if no passengers, the Pilot) to relay flight status information at designated intervals or points along the route. These notifications are performed not for flight following purposes, though they may in fact accomplish such. They are performed to coordinate changes in assignments, flight plan, or update time frames for mission completion. They may be performed via radio or phone calls to dispatch offices identified on the Aircraft Flight Request / Schedule. The method of resource tracking will be planned and documented on the Aircraft Flight Request / Schedule.

E. Overdue Aircraft. An aircraft is considered overdue when 30 minutes have elapsed since the last flight following check-in or ETA on the Aircraft Flight Request / Schedule.

F. Missing Aircraft. An aircraft is considered "missing" when it has been reported to the FAA as being "overdue" and the FAA has completed an administrative search for the aircraft without success. Search procedure shall be initiated in accordance with agency policy.

G. Single Engine Aircraft IFR & VFR Restrictions. IFR limitations are generally associated with weather and night flight. Night flight restrictions limit single engine aircraft from taking off prior to 30 minutes before sunrise and later than 30 minutes after sunset. These regulations apply to all single engine aircraft unless specific Agency policy allows them to operate or Agency approval is procured.

24.3.3 - AIRCRAFT SELECTION FACTORS

When selecting aircraft, several factors will be taken into consideration to determine the best aircraft for the mission. They may include but are not limited to:

Day/Night: A multi-engine IFR approved aircraft and pilot are required whenever a flight will be conducted within the period commencing 30 minutes after official sunset to 30 minutes before official sunrise.

IFR/VFR: Use an approved multi-engine, IFR rated aircraft and pilot whenever the flight will be or is expected to be in Instrument Meteorological Conditions (IMC).

Passengers: Ensure the aircraft can haul the weight of the passengers and baggage. Remember that weight and in some cases bulk, are usually the limiting factors, not necessarily the number of seats.

Cargo/Cubes: Is the aircraft large enough to accommodate both the weight and cubes of the cargo? Will the cargo fit through the aircraft door?

Distance/Speed: If the trip is short, aircraft speed is less significant. As distance increases speed becomes more important (i.e. a faster, more expensive aircraft may accomplish a mission at a lesser cost).

Runway Length: Is the runway length, surface and condition adequate for operations?

Elev./Temp: Density altitude must be taken into account. Airport elevation and temperature affect takeoff/landing distances and degrade aircraft performance.

24.3.4 - FLIGHT ORDERING, SCHEDULING, RESOURCE TRACKING, AND FOLLOWING PROCEDURES FOR RESOURCE ORDERED POINT-TO-POINT FLIGHTS

ALL AIRCRAFT FLIGHT REQUEST / SCHEDULES MUST BE COMPLETED PRIOR TO DEPARTURE AND RELAYED THROUGH APPROPRIATE DISPATCH CHANNELS.

A. Applicability: These are flights which meet the definition of point-to-point flight and which are ordered through a coordination center, or flights that result from an order placed by a coordination center and which move across geographical area or unit boundaries.

1. Resource Order: Use a resource order form to order an aircraft when the control of the aircraft is being relinquished to the ordering unit.
2. Flight Request: Use an Aircraft Flight Request / Schedule form (9400-1a) when the aircraft is remaining in the control of the sending unit, e.g. transport of personnel, supplies, and/or equipment to an incident and returning. A Aircraft Flight Request / Schedule shall be sent to the coordination center when charter aircraft is being used.

B. Purposes - The overall purpose is to clarify and standardize procedures for users of the Eastern Area Interagency Mobilization Guide.

1. Safety and Welfare of the Flight Crew and Passengers - to provide, in the event of a mishap, for the timely rescue of the survivors.
2. Resource Tracking and Utilization - to facilitate cost-effective transportation of resources, and maintain positive control of those resources.
3. Administrative Processing - to ensure proper documentation of flights for financial payment and statistical purposes.

C. Roles and Responsibilities. The roles and responsibilities of various levels of the dispatch organization (local, coordination center, NICC) relative to flight scheduling, flight following, and resource tracking may vary with each situation. However, there are basic responsibilities that are standard for the coordination center, the local unit dispatch office, the scheduling dispatch office, the pilot, and the destination dispatcher. These are detailed below.

The decision as to which unit (local or coordination center) should be the scheduling dispatch office should be based on common sense that allows for the most effective coordination possible. This decision is negotiable between the coordination center and the local unit(s) involved.

1. EACC

- a. Evaluate most effective means of transportation in response to orders received and filled; means should attempt to meet ordered timeframes except when excessive costs would be incurred or safety compromised.
- b. When the role of scheduling dispatch is being performed by a local unit, EACC receives Flight Request/Schedule from that unit and relays the schedule to all involved offices (enroute dispatch units, NICC, receiving unit dispatch) as appropriate. When appropriate, relays flight information (check-ins, updates) to units outside the Eastern Area through normal dispatch channels (for example, EACC to NICC).
- c. When assuming the role of scheduling dispatch, EACC shall fulfill all responsibilities of the scheduler as outlined in Chapter 24.3.1.C.3 below. The Coordination Center shall also notify the local unit where an aircraft is located of EACC's intent to utilize that aircraft.

2. Local Unit. When the local unit dispatch office assumes the role of the scheduling dispatch office, they shall fulfill the role and responsibilities outlined in Chapter 24.3.4.C.3 below.

3. Scheduling Dispatch Office. This unit is responsible for the entire mission, to include scheduling, documentation of flight following method, resource tracking, negotiation of post-flight disposition of aircraft, and processing of payment documents. Specific duties and responsibilities are:

- a. Schedules the proper aircraft to perform the assigned mission safely and cost-effectively.
- b. Maintains responsibility for all aspects of the flight unless confirmed hand off to another dispatch occurs. Documents this hand-off in writing. Flights to locations outside the geographic boundaries of the Eastern Area shall in all cases be handed off to EACC.
- c. Completes preliminary Aircraft Flight Request / Schedule and/or AMD scheduled flights, the hazard analysis and dispatcher/aviation manager checklist prior to departure.
 - (1) Discusses preliminary Aircraft Flight Request / Schedule and manifest with vendor and/or pilot to make any necessary adjustment and ensure the flight will be accomplished as planned.
 - (2) For all flights, transmits Aircraft Flight Request / Schedule to Eastern Area Coordination Center prior to departure.

(3) Adjusts the Aircraft Flight Request / Schedule as necessary over the course of the flight and relays pertinent information through dispatch channels.

d. Determines flight following method with the pilot, with options as stated in Chapter 24.1.2.C.

e. If Performing Resource Tracking:

(1) Determines resource tracking method with the fixed wing manager, the coordination center, and, if appropriate, the pilot (i.e. no passengers on board to serve as fixed wing manager).

(2) As identified on the Aircraft Flight Request / Schedule, receives resource status information from fixed wing manager prior to initial departure, at en route stops, and at final drop-off point or remain overnight (RON).

(3) Relays significant (greater than 30 minutes) delays or advancements in the Aircraft Flight Request / Schedule to EACC. The center will in turn relay information to units outside the Eastern Area (for example, NICC, destination dispatch office).

(4) Receives notification of arrival at final drop-off point or remain over night (RON) from fixed wing manager and negotiates future disposition of the aircraft with pilot and EACC.

4. Pilot. It is important to remember that the pilot is the pilot-in-command (PIC), and has the final say concerning the safety of the aircraft and its occupants. In addition, the pilot performs the following:

a. Approves the agency preliminary Aircraft Flight Request / Schedule, or provides information to the scheduling dispatcher so that the latter can generate an agency Aircraft Flight Request / Schedule.

b. Initiates an FAA flight plan, unless pilot and dispatcher agree on agency flight following (see Chapter 24.3.2.C). Identifies the scheduling dispatch office name and phone number as the point-of-contact in block 17 ("Destination Contact / Telephone") on FAA Form 7233-1, aircraft flight plan. Closes flight plan through FAA.

c. Makes enroute check-ins with FAA or agency facilities as required in Chapter 24.3.2.C and within the timeframes described in Chapter 24.3.2.C.

d. If no passengers are on board, functions as fixed wing manager and shall perform resource tracking check-in tasks as identified on the Aircraft Flight Request / Schedule.

- e. Completes agency payment or flight record forms per agency requirements.
- f. Pilots flying aircraft equipped with a VHF-FM radio capable of monitoring guard channel shall do so while en route. In addition, they should monitor the primary frequency of the unit being over flown at the time.

5. Destination Dispatcher. The destination dispatcher is the individual who has been assigned resource tracking responsibilities at the receiving end of a flight (final drop-off point). The destination dispatcher confirms flight arrival.

The destination dispatcher is responsible for:

- a. Receiving the Aircraft Flight Request / Schedule from the scheduling dispatcher via established dispatch channels.
- b. Receiving known delays/advances of a flight plan exceeding 30 minutes.
- c. Monitoring flight itinerary (ATD, ETE, and ETA) and notifying scheduling and receiving unit via established channels of an aircraft that is overdue more than 30 minutes.
- d. Making notification of arrival to the scheduling dispatcher via established channels, if requested.
- e. Performing flight following responsibilities, if requested by scheduling unit or EACC.
- f. Coordinating with Eastern Area Coordination Center and/or the scheduling dispatch center on the future disposition of the aircraft after arrival.
- g. Assisting in search procedures for overdue aircraft, if requested, utilizing unit's aircraft search/rescue guides as appropriate.

6. Fixed Wing Manager. The fixed wing manager is the government representative on board the aircraft who works jointly with the pilot to ensure safe and efficient flight management. If no government representative is on board, the pilot will assume the duties of the fixed wing manager.

Procedures for Flight Request/Schedule Preparation and Transmission.

1. The scheduling dispatcher is responsible for completing in total the Aircraft Flight Request / Schedule (see NMB 28.4)
2. Prior to departure, the pilot and scheduling dispatcher will mutually agree on an Aircraft Flight Request / Schedule and manifest. The Aircraft Flight Request / Schedule will be utilized. The pilot will also specify the type of flight following being utilized; this

shall be documented on the Aircraft Flight Request / Schedule. FAA flight following shall be utilized in all cases except those where it is not feasible, for example, terrain, communications, etc.

3. Prior to departure, the scheduling dispatcher and fixed wing manager will review the Aircraft Flight Request / Schedule and manifest. The scheduling dispatcher will also specify and review resource tracking requirements with the fixed wing manager.
4. Except in an emergency or at the direction of an air traffic control facility, there shall be no deviation from the submitted Aircraft Flight Request / Schedule while enroute unless the agency representative aboard the aircraft reports the amended Aircraft Flight Request / Schedule to a designated point-of-contact.
5. The scheduling dispatcher will relay the Aircraft Flight Request / Schedule to EACC, or direct to the destination dispatcher if pre-negotiated with the coordination center.
6. For flights coming into the Eastern Area from another geographic area, EACC will relay the Flight Request/Schedule to appropriate offices. For flights leaving the Eastern Area enroute to another geographic area, the coordination center will relay the Aircraft Flight Request / Schedule to appropriate offices (for example, NICC).
7. If significant (30 minutes or more) delays or advancements in the schedule are encountered, the pilot must relay the information through an FAA facility to the scheduling dispatcher, or, if equipped with a VHF-FM radio, to a dispatch office who will notify the scheduling dispatcher. Notification may also be made by the fixed wing manager at an enroute stop.
8. If an aircraft meets overdue, missing, or crashed aircraft criteria, the guide will be implemented by the dispatcher with resource tracking responsibility, or by the dispatcher who receives notification from the FAA of such an aircraft.

24.3.5 FLIGHT ORDERING, SCHEDULING, RESOURCE TRACKING, AND FOLLOWING PROCEDURES FOR TACTICAL FLIGHTS

- A. Applicability - Refer to 24.3.2.B. These are flights that meet the definition of tactical flight. Tactical aircraft are defined as helicopters, airtankers, reconnaissance/aerial observer/air attack, lead planes, smoke jumper, infrared, etc.
- B. Purposes - See Chapter 24.3.2.B.
- C. Roles and Responsibilities.
 1. Dispatchers. Dispatchers who have flight-following responsibility or tactical control over missions will remain on duty and at their radio station until their involvement and responsibility has ended, or the flight plan has been closed.

2. Pilot.

- a. The pilot is the pilot-in-command and has the final say concerning the safety of the aircraft and its occupants.
- b. Pilots of air attack, lead plane, or air tanker aircraft are responsible for completing the information on the aircraft resource order. Local units are responsible for providing copies of this format to pilots. See Interagency Air Tanker Base Operations Guide for further information.
- c. Pilots will check-in with the ordering dispatch office on the radio frequency specified on the resource order ten minutes prior to arrival at the area of operation/ordered airport.

D. Procedures.

1. Ordering/Dispatching. The sending dispatcher is responsible for ensuring that tactical aircraft pilots are furnished with the aircraft information identified on the resource order (latitude, longitude, bearing, distance, air contact and frequency, ground contact and frequency, and other aircraft/hazards, including MTRs, TFR's and SUA). The Interagency AIR TANKER Base Operations Guide provides a format that pilots of tactical airplanes shall use to document information received.

2. Enroute Flight Following.

a. Initial Attack or Incident Support Within a Unit's Jurisdiction.

(1) While enroute on an initial attack or incident support mission within a unit's jurisdictional boundaries, tactical aircraft will check in with the unit dispatch office via radio every 15 minutes. Alternative check-in schedules of longer duration necessitated by terrain or other factors may be utilized, provided these are identified and planned for in advance.

(2) When over the incident, tactical aircraft will track through the appropriate party (air tactical group supervisor, incident commander, lead plane, or, if the tactical aircraft is the only resource on-scene, with dispatch).

b. Initial Attack or Incident Support Cross-Jurisdictional.

(1) While enroute to an initial attack or incident support mission across jurisdictional boundaries, tactical aircraft pilot or aircraft manager will relay flight route and ATD/ETE/ETA information to the sending unit dispatcher, who will relay via established channels to the receiving dispatch office.

(2) Pilots will check-in with the ordering dispatch office on the radio frequency specified on the resource order 10 minutes prior to arrival at the area of operation/ordered airport.

(3) Confirmation of arrival of tactical aircraft ordered via an "A" request on a resource order will be transmitted back to EACC.

3. Flight following/Tracking Responsibilities (Tactical Aircraft). The following procedures apply to all tactical aircraft moving across unit boundaries.

Sending Unit - The sending unit is the dispatch unit/coordination center which sends the aircraft.

Receiving Unit - The receiving unit is the dispatch unit/coordination center that is receiving the aircraft.

A. Responsibilities of the Sending Unit:

1. Responsible for ensuring that the aircraft pilots are furnished with the aircraft information identified on the resource order (latitude, longitude, bearing, distance, air contact and frequency, ground contact and frequency, and other aircraft/hazards, including MTRs, TFR's and SUA).
2. Obtain ATD (actual time of departure) and ETA (estimated time of arrival) from the pilot or the aircraft manager and relay the ATD/ETA to the sending units via established ordering channels.
3. Notify EACC of any delays/advances of the Flight Request/Schedule exceeding 30 minutes.
4. Coordinate/Initiate search procedures for overdue aircraft. Utilize the agency search/rescue plan as appropriate.
5. On any flight requiring stops enroute to destination, instruct pilot in command (PIC) or aircraft manager to call the phone number identified for enroute tracking. Fuel truck and support truck drivers should also be informed to contact the phone number identified for enroute tracking.

B. Responsibilities of the Receiving Unit:

1. Confirm arrival by telephone of all tactical aircraft ordered via a resource order to EACC.
2. Notify EACC of any delays of a Flight Request/Schedule exceeding 30 minutes; and notify the coordination center of any aircraft overdue by more than 30 minutes.

3. Advise pilot of any changes/modification to the original order relating to the following:

- a. Information regarding hazards in and around (within 10 miles of the Incident airspace) the incident that were not identified on the resource order.
- b. Information regarding aircraft operating in or near incident airspace.
- c. Information on Temporary Flight Restrictions requested or in effect.

4. Specify flight following methods while enroute to and from an incident or airport.

5. Coordinate and Initiate search procedures for overdue aircraft, with sending unit. Utilize agency/center aircraft search/rescue guides as appropriate.

6. Provide pilot and crew briefing as soon as practical, and no later than their first refueling opportunity.

7. Confirm arrival of all tactical aircraft ordered through proper dispatch channels with a phone call to EACC who will relay to NICC.

C. Responsibilities of EACC

- 1. Relay Aircraft Flight Request / Schedule itinerary to the receiving/ordering unit (via established channels) by telephone.
- 2. Notify receiving/ordering unit of known delays/advances of a Aircraft Flight Request / Schedule exceeding 30 minutes.
- 3. Confirm arrival of all tactical aircraft ordered through proper channels with a telephone call.
- 4. Notify sending unit (Eastern Area unit / NICC) of any aircraft overdue by more than 30 minutes.
- 5. Track all tactical aircraft to their final destination within the area.
- 6. Assist in search procedures for overdue aircraft when requested by the sending/receiving unit.

24.4 AIRBORNE THERMAL INFRARED (IR) FIRE MAPPING (See NMG, Ch. 20)

24.5 LEAD PLANE / ASM1

A separate "A" request number(s) will be assigned for lead plane / ASM1 and/or air attack following the request for the air tanker(s) or other tactical air resources. EACC shall advise the ordering unit if a lead plane / ASM1 and/or air attack is not readily available. The unit shall then advise the center on whether or not to keep the order for a lead plane and/or air attack active. The lack of a readily available lead plane / ASM1 or air attack resource shall not delay the dispatch of an air tanker piloted by an initial attack rated air tanker pilot.

When competition for lead planes / ASM1 and/or air attack aircraft exists within the Eastern Area, EACC shall prioritize reassignments of these resources. Replacement of an incident's lead plane / ASM1 or air attack aircraft that has been reassigned will be negotiated between EACC and the using unit.

Within the Eastern Area, contract or agency-owned dedicated air attack aircraft shall be dispatched with both a pilot and air tactical group supervisor on board when available.

For incidents on which significant flight time may accrue, units and EACC should mutually anticipate the need for relief air attack or lead plane / ASM1 resources.

To ensure effective supervision and timely mission accomplishment of all aircraft over an incident, units shall adhere to the following guidelines and requirements for ordering and utilization of lead planes / ASM1 and air attack aircraft:

Under certain circumstances, the use of LEAD PLANES / ASM1 is essential to the safe and cost-effective operation of AIR TANKERS. If available, they will be dispatched to all AIRTANKER assignments according to agency policy. Additionally, the startup / cutoff times policy outlined in Chapter 24.10.4 shall be followed.

The use of air attack aircraft and air tactical group supervisors is important to the safe and cost-effective supervision of aerial firefighting operations. Coordination, especially in congested airspace or in military training areas, is essential to safe flight. The policies and procedures found in the Interagency Airspace Coordination Guide have been adopted for all agencies' use and implementation. Tactical air supervision will be dispatched according to agency policy and/or as required by the startup / cutoff times policy in **Chapter 24.10.4.**

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EASTERN ARE LEAD PLANE/ASM1 OR AIR ATTACK REQUIREMENTS AND GUIDELINES

SITUATION	LEAD PLANE / ASM1 REQUIREMENT/ GUIDELINE	AIR ATTACK REQUIREMENT / GUIDELINE
Non-initial attack rated air tanker pilots	Required (must not drop unless lead plane is on scene)	None
Dropping of retardant in congested areas	Required	Must be ordered
Multiple aircraft operating in a congested area, 2 or more	None, unless air tanker operations	Must be ordered
Retardant operations conducted during the period ½ hour before sunrise to ½ hour after sunrise, and ½ hour before sunset to ½ hour after sunset	Air tankers must not be dispatched unless lead plane / ASM1 or air attack can be on scene during drop operations	
Modular Airborne Fire fighting System (MAFFS)	Required (must not drop unless lead plane / ASM1 is on scene)	Must be ordered
Canadian air tanker operations	Must not drop unless lead plane / ASM1 or air attack is on scene	
Multiple air tanker operations	Automatically request the lead plane / ASM1; if not readily available, keep order active if extended attack is anticipated and lead plane/ ASM1 can arrive in time to supervise operations	Optional, unless other criteria are met (ie, mix of different tactical aircraft types and incident complexity dictates need)
Single air tanker operations where an lead plane / ASM1 is co-located with the air tanker	Automatically request the lead plane	Optional, unless other criteria met
Mix of different tactical aircraft types (e.g., air tanker, helicopter, smoke jumper) and the incident complexity dictates the need for air tactical coordination	Optional, unless air tanker operations dictate need	Must be ordered
Numerous resources of a single type	See Multiple Air Tanker Operations	Optional, depending upon situation and complexity
Conditions of visibility and/or terrain create a serious hazard to ground or air resources	Mandatory	Must be ordered

See Interagency Airspace Coordination Guide, Chapter II, Definitions. Other situations may also warrant a lead plane or air attack aircraft.

24.6 AERIAL SUPERVISION MODULES (ASM1) (See NMG Ch.20)

24.7 AIR TACTICAL & RECONNAISSANCE AIRCRAFT (See NMG Ch.20)

Within Region 9 there are several Air Tactical aircraft under CWN contract. Contact the EACC Aircraft Coordinator for additional information.

24.8 LARGE TRANSPORT AIRCRAFT (See NMG Ch.20)

When requesting large transport, the following information is required:

1. All crews shall be manifested and a copy sent to the local dispatch center within 2 hours of their departure.
2. Ready to load time: NICC requires lead time to plan and schedule these aircraft. Ready to load time is the time all resources have been processed and manifested and are ready to load the aircraft.
3. Government or contractor support available at each airport, including personnel to contact and how they can be contacted.

24.9 HELICOPTERS

24.9.1 CALL-WHEN-NEEDED (CWN) HELICOPTERS

A. General

1. Prior to being sent to the incident or project, helicopter(s) and module(s) must be joined away from, but convenient to the incident / project (for example, the nearest airport). At that time, the Helicopter Manager or Unit Aviation Officer shall conduct a pre-use inspection verifying that all is in order, brief the pilot on the details of the assignment and perform a power assurance engine check.
2. All incident assignments require that a qualified CWN helicopter module be assigned. Refer to NMG 22.5 and the Interagency Helicopter Operating Guidelines (IHOG) for further information.
3. During active fire season, local dispatch offices must advise EACC of all CWN requests / assignments made by their offices. The Unit Aviation Officer is responsible to notify the Area Aviation Officer(s) when CWN aircraft have been activated.
4. Contract administration shall be accomplished through assignments of the CWN helicopter manager as the contracting officer's representative (COR) or as project inspector (PI) for Forest Service or Department of Interior contracts and aircraft rental agreement (ARA). The COR/PI is responsible for conducting inspections, briefing prior to use, and on-scene contract administration. Helicopter Managers shall verify to the

using unit that these inspections and briefings have been accomplished. Specific procedures are contained in the IHOG, NFES 1885.

B. Types I and II Call-When-Needed (CWN) Helicopters

1. Types I and II CWN helicopters are available under national contract and shall be ordered via established dispatch channels. Definitions of categories (limited or standard), as well as additional information on CWN helicopters, can be found in the National Mobilization Guide, Chapter 20

C. Type III CWN Helicopters

1. Ordering. There are two procurement methods normally used for acquiring Type III CWN helicopters within the Eastern Area. These methods are:

- (a) The Forest Service, Regional CWN contract, administered by Regional Office (R-9) contracting. EACC and local dispatch offices must have a written delegation of authority from the contracting officer to order under this contract.
- (b) The DOI's Aviation Management Directorate (AMD), aircraft rental agreement (ARA), administered by AMD in Atlanta, Georgia.

For incidents or projects on lands administered by National Forests within the Eastern Region, CWN helicopters shall be ordered from either the Region 9 Type III helicopter contract or the AMD ARA. A cost comparison must be completed by the ordering office when deciding which procurement method to use. For incidents or projects on DOI-administered lands, Type III CWN helicopters shall be ordered from the AMD source list.

2. Fire Use. All requests/assignments must be reported to the EACC, with subsequent notification outlined above to the agency's aviation manager. All other orders shall be submitted to the coordination center.

3. Project Use

- a. USDA-Forest Service. For Forest Service projects/orders, use the same procedures as listed above for fire use.
- b. DOI Agencies. For DOI Agencies, all orders for Type III helicopters may be ordered directly from the vendor off the AMD Source List.
- c. States. For States, all orders for Type III helicopters may be placed directly with the vendor using state contracts or agreements. Note that AMD Source List (ARA) aircraft may be utilized by the state, provided the State has been assigned or obtains an AMD Billie Code.

24.9.2 CWN HELICOPTER MODULES (See IHOG, NFES 1885)

- a. For any standard, light helicopter, a Manager plus a minimum of 2 crewpersons will be ordered and assigned. (Type 3) helicopters.
- b. For any standard, medium size helicopter, a Manager plus a minimum of 3 crewpersons will be ordered and assigned. (Type 2 helicopters).
- c. For any standard, heavy helicopter, a Manager plus a minimum of 4 crewpersons will be ordered and assigned. (Type 1 helicopters).

24.9.3 EXCLUSIVE USE CONTRACT

The US Forest Service (USFS) Region 9 and the National Park Service (NPS) Midwest Region has established a Type III Exclusive Helicopter Program for the 2006 operating period. The program is a shared resource between several R9 National Forests and the Midwest Region NPS. The two Exclusive Use Type III helicopters are contracted primarily for initial attack and support of wildland fire suppression. The helicopters are hosted by the National Forests listed below and the Ozark National Scenic Riverways provides administrative management support for the two NPS helicopter positions for the helicopter resource hosted by the Mark Twain NF – Huron Manistee NF.

This Type III Exclusive Helicopter Program has two Type III helicopters on contract for 2006.

- **Mark Twain NF – Huron Manistee NF**
Mark Twain Availability Period: 2/15 – 4/19 64 calendar days
Helibase Location: Rolla Downtown Airport, Phelps County, Rolla, MO

Huron Manistee Availability Period: 4/20 – 6/15 57 calendar days
Helibase Location: Mio Airport, Oscoda County, Mio MI
- **Hoosier NF – Chequamegon Nicolet NF – Superior NF**
Hoosier Availability Period: 2/15 – 4/20 65 calendar days
Helibase Location: Tell City Airport, Perry County, Tell City, IN

Chequamegon Nicolet Availability Period: 4/21 – 5/22 32 calendar days
Helibase Location: Rhinelander Airport, Oneida County, Rhinelander, WI

Superior Availability Period: 5/23 – 9/30 131 calendar days
Helibase Location: Ely Airport, St Louis County, Ely, MN

Exclusive Use Helicopter prioritization will be accomplished by EACC through the Region 9 Fire & Emergency Operations Officer.

24.9.4 HELICOPTER NUMBERING

The national standard for helicopter numbering, as well as air-to-air and air-to-ground communications, is the use of the FAA registration number ("N" number), abbreviated to the last three alpha/numeric characters when possible.

Example: Helicopter N123-HP would be shortened to "3HP," provided no other aircraft has the same abbreviated call sign. If call signs sound similar in phonetics; add pilot's last name, such as "3HP-Miller"

24.9.5 AERIAL IGNITION

There are two aerial ignition devices approved for Forest Service and DOI use, the helitorch and the plastic sphere dispenser (PSD).

There are specific training and certification requirements for aircraft, pilots, helitorch modules and PSD operators. Only qualified individuals will be assigned when filling aerial ignition orders for helitorch modules or plastic sphere dispenser (PSD) operators.

Orders for these resources, for fire or project use, may involve several different resource orders. Example: Helicopter ordered on an aircraft resource order, helicopter manager and helitorch module or PSD operator ordered on an overhead resource order, helitorch or PSD machine ordered on an equipment resource order, and plastic spheres, glycol, gasoline, etc. ordered on a supply resource order.

When possible, to alleviate workload, resource tracking problems and confusion, order an exclusive use helicopter and crew who have all the components (aerial ignition equipment, supplies and qualified personnel). This can be accomplished on one aircraft resource order that specifies the module and aerial ignition capability needed.

24.10 AIR TANKERS

Type 1 & Type 2 Air Tankers are a national resource and require the 15 minute commitment notification. Geographic areas administering these aircraft will make them available for fire assignments when ordered by NICC. There are four types of air tankers:

<u>TYPE</u>	<u>CAPACITY</u>
I	3,000 GALLONS
II	1,800 GALLONS
III	600 GALLONS
IV	100 GALLONS

A. Rotation. The policy found in the Interagency Air Tanker Base Operations Guide, NFES 2271 (http://www.fs.fed.us/fire/aviation/av_library/iabog/iabog.pdf) shall be followed in all cases.

B. Assignment to Incidents. Normally, air tankers are not assigned to a specific incident, even though they may have been ordered on an incident/project order number. To avoid confusion on air tanker status, EACC is responsible for informing local units of developing fire situations which may preclude the local incident's use of air tankers. The local unit in turn is responsible for informing air operations personnel assigned to incidents of this potential.

C. Dispatching Procedures. See Interagency Air Tanker Base Operations Guide, NFES 2271 for specific procedures.

1. Movement/ordering of air tankers will be through normal dispatching channels only.
2. During periods of sustained or multiple fire activities, each unit shall take necessary measures to manage pilot time and remain cognizant of both flight time and duty day limitations. This ensures that flight limitations are not exceeded and that adequate time is allowed for air tanker response to new fires and return to base. Unit dispatch offices will notify EACC as air tanker(s) under their control reach the two-hour limitation.

D. AIR TANKER DIVERSION. The priorities for air tanker use are: (1) life, (2) property, (3) other priorities established by management. Situations may develop necessitating the prompt and direct reassignment of air tankers enroute to an incident or diverting them from a going fire. To ensure these priorities are met, the EACC maintains coordination of all air tankers that have been ordered through the center.

E. Portable Retardant Plants are available through several sources. Ensure that proper facilities, infrastructure and personnel are in place prior to arrival. Contact EACC for information on ordering procedures.

Portable Retardant Plant Locations:

Eastern Area: Minnesota State (1)
Southern Area: Southern Interagency Fire Cache (2)

Direct hire via USFS contract:

http://fsweb.wo.fs.fed.us/aqm/contractpa/NIFC/data/retardant_eeras_aug.pdf

24.10.1 EARLY ACTIVATION (See NMG Ch.20)

24.10.2 MODULAR AIRBORNE FIRE FIGHTING SYSTEMS (MAFFS) (See NMG Ch.20)

MAFFS are to be used as a reinforcement measure when contract air tankers are committed or not readily available.

24.10.3 SINGLE ENGINE AIR TANKERS (SEATS) (See NMG Ch. 20)

The SEAT module will include a support vehicle with batch mixing capability for wet and dry retardant. They are available for interagency use and will be requested through established ordering channels. If the ordering office cannot provide a SEAT manager it should be requested on an overhead order. For additional information refer to the Interagency Seat Operations Guide (ISOG, NFES 1844).

There are a number of SEAT contracts in the Eastern Area mainly in the following states: Pennsylvania, New Jersey, Michigan, Wisconsin, Minnesota and West Virginia.

A. USDA-FS. The Forest Service may use a SEAT contracted by cooperators (for example, DOI or State agencies) provided that they meet the requirements in FSM 5713.43.

B. DOI. The pilot shall be carded as either a Level I or Level II SEAT pilot based on the following criteria:

1. Level I. Allows the pilot to perform missions with or without benefit of supervision, provided no other aircraft are operating within the incident airspace. The pilot may not operate within the incident airspace concurrently with other tactical aircraft unless appropriate supervision (air tanker coordinator or air tactical group supervisor) is over the fire.
2. Level II. Allows the pilot to perform missions with or without the benefit of supervision, and concurrently with other aircraft. To qualify for a Level II endorsement, the pilot shall:
 - a. Have held a large air tanker initial attack endorsement within the last 36-month period.
 - b. Have performed 25 drops, ten of which were performed under the supervision of an air tactical group supervisor (ATGS) or an air tanker coordinator (ATCO) while operating in the incident airspace concurrently with one or more additional tactical aircraft within the last 36-month period.
 - c. These ten drops shall be documented in the pilot's personal log book as to date, fire, and ATGS/ATCO name. The ATGS or ATCO must be recognized as such by the OAS or USFS.

24.10.4 AIR TANKER DISPATCH LIMITATIONS - STARTUP/CUTOFF TIMES

Whether or not these startup/cutoff times apply to SEAT is a using-agency decision, (regardless of which agency furnishes the aircraft.) To reduce the hazards to large air tanker operations posed by shadows in the early morning and late evening hours, limitations have been placed on times when air tankers may drop on fires. Note that the limitations apply to the time the aircraft arrives over the fire and conducts its dropping activity, not the time the aircraft is dispatched from its base. The air tactical group supervisor or air tanker coordinator will determine that visibility and other safety factors are suitable for dropping retardant, and notify the appropriate dispatcher of this determination. Dispatchers and air tanker base managers, in consultation with air tanker coordinators or air tactical group supervisors, are mutually responsible for ensuring these limitations are not exceeded. The following will apply (refer to Chart 20-3 on the following page).

A. Aerial Supervision Optional. Air Tankers may be dispatched to arrive over the fire under normal agency aerial supervision policy, provided that the aircraft's arrival is between 30 minutes after official sunrise and 30 minutes before official sunset.

B. Air Tactical Group Supervisor or Air Tanker Coordinator Required. A qualified air tactical group supervisor or air tanker coordinator is required on scene if the air tanker arrival over the fire and its dropping activity will occur during:

(1) The period from 30 minutes prior to official sunrise to 30 minutes after official sunrise; or,

(2) The period from 30 minutes prior to official sunset to 30 minutes after official sunset.

Chart 20-3: Air Tanker Dispatch Limitations - Startup/Cutoff Times

30 MINUTES PRIOR TO SUNRISE	U N T I L	30 MINUTES AFTER SUNRISE	30 MINUTES AFTER SUNRISE TO 30 MINUTES PRIOR TO SUNSET	30 MINUTES PRIOR TO SUNSET	U N T I L	30 MINUTES AFTER SUNSET
AIR TACTICAL SUPERVISOR OR AIR TANKER COORDINATOR REQUIRED			NORMAL AGENCY POLICY ON SUPERVISION APPLIES	AIR TACTICAL SUPERVISOR OR AIR TANKER COORDINATOR REQUIRED		

C. Sunrise/Sunset Tables. AIR TANKER bases and dispatch centers shall have tables showing the official sunrise, cut-off and sunset times at their locations.

D. Determinations for AIR TANKER dispatch: For AIR TANKER dispatch, use the official sunrise, start-up, cut-off, and sunset times of the AIR TANKER base nearest the fire and comply with the start-up/cut-off times.

24.11 AIRSPACE PROCEDURES (See Interagency Airspace Coordination Guide IACG, website: <http://www.fs.fed.us/r6/fire/aviation/airspace>)

24.11.1 TEMPORARY FLIGHT RESTRICTIONS (FAR 91.137)

A. The FAA US NOTAM office in 2005 activated a new procedure for the submission of TFRs through their NOTAM ENTRY SYSTEM (NES). This internet program requires the acquisition of a “certificate” that allows a user (dispatch center) to enter the NES website (password protected) and request a TFR. The TFR is then sent directly to the appropriate ARTCC and the ARTCC processes the request to the US NOTAM office. The advantage of the program is that it is quick, reduces typographical errors, rectifies latitude and longitude to match a bearing and distance from a NAVAID and provides an instant graphic of the requested TFR.

B. Interagency Dispatch Centers with planned aviation resources will be given access to the NES system and will assume the responsibility of processing the TFR request. For all other units, and “A” order will be sent to EACC via ROSS and EACC will assume the responsibility of submitting and possessing the request for a TFR.

TFRs in the USA may be found at: www.notams.faa.gov/tfr.

C. TFRs are not considered to be in effect until the FAA has issued a Notice to Airmen (NOTAM) regarding the specific TFR.

D. Typical TFRs are requested in a five (5) mile radius of a given point and 3000 feet above ground level (AGL). However, TFRs may be requested in any configuration desired depending on the situation, topography, amount of air traffic etc.

E. Reference 91.137; placing a TFR over an incident area does not automatically eliminate non-tactical aircraft from the area. Note the exceptions for law enforcement and news media in the FAR. It is highly recommended that an Airspace Coordinator (THSP) be ordered in those cases where airspace is complex or numerous aircraft are deployed. Contact EACC for assistance.

24.11.2 MILITARY TRAINING ROUTES AND SPECIAL USE AIRSPACE

(See Interagency Airspace Coordination Guide (IACG) website: <http://www.fs.fed.us/r6/fire/aviation/airspace/web/coord/> and the current AP/1B handbook)

Local units are responsible for coordinating with military units for deconfliction of special-use airspace (SUA) and military training routes (MTRs). EACC, upon request from a local unit, may assist with this responsibility.

24.11.3 AIRSPACE CONFLICTS

Notification Procedures: All airspace conflicts, including accidents (mid-air collision), incidents (near mid-air collision), hazards (intrusions into airspace restricted under Title 14 CRF part 91.137 Temporary Flight Restrictions), and other occurrences involving airspace shall be reported immediately by the individual involved with or observing the conflict to the local unit dispatch office or aviation manager.

The local dispatch office or aviation manager shall, upon notification of a conflict, immediately gather all pertinent information and documentation (TFR requests, dispatch logs, documentation of contacts with the military). They shall then report the occurrence and furnish the documentation to the appropriate aviation officer at the state, regional, or area level. A courtesy call shall also be made to EACC and a SAFECOM initiated for record.

If the conflict involves a serious aviation accident involving injury or loss of life or property, EACC shall also immediately notify NICC.

See IACG for further information on airspace conflict reporting and follow up.

24.12 TEMPORARY AIRPORT CONTROL TOWER OPERATIONS (See NMG, Ch. 20)

See IACG for guidelines, as well as personnel and equipment requirements. Temporary control tower assistance is available through the FAA. Units may request this service on an aircraft resource order through EACC. Also See NMG.

24.13 DEDICATED RADIO FREQUENCIES (See NMG Ch.20)

24.14 INTERAGENCY INTERIM FLIGHT AND DUTY LIMITATIONS (See NMG Ch.20)

24.15 AIRPORT CLOSURES (See IACG)

24.16 EMERGENCY AIRCRAFT RADIO FREQUENCIES

24.16.1 VHF-AM FREQUENCIES

There are VHF-AM frequencies available in NFES #4390 Starter System/ ICS Command/Logistics Radio System reference USDA/USDI Aircraft Radio Communications and Frequency Guide and NIRSC (National Incident Radio Support

Cache) User's Guide. When existing aircraft radio channels become overloaded during an emergency, additional VHF-AM channels in the 118 MHZ to 136 MHZ band can be obtained on a temporary basis. Procedures to obtain these channels are:

A. Dispatchers shall request additional frequencies, using "A" number in ROSS for each separate frequency requested, to EACC. The following information must be included:

1. Number of frequencies required.
2. Use of the frequencies (air-to-air or air-to-ground).
3. Number and type (helicopters or airplanes) of aircraft involved.
4. Latitude and longitude of incident or air operations center point.
5. Whether the aircraft are equipped to operate on Narrow band/Wide band.

B. NIRSC will assign as requested FAA frequencies.

C. When no longer needed, frequencies shall be released by local units back to NIRSC.

24.16.2 VHF-FM FREQUENCIES

A. Communications over USDA-FS National Air Guard Frequency 168.625 MHZ shall be used only for:

1. Genuine emergency use between aircraft and dispatch (for example, in-flight emergency) or between ground crews and aircraft.
2. Emergency correction of aerial delivery (for example, retardant).
3. Contact with aircraft for switching to the proper communications frequency.
4. Very long distance dispatch, recall, or redirection of aircraft that have exceeded range of other dispatching capabilities.

B. These frequencies may be used in local and remote base stations only with a current radio frequency authorization (RFA).

24.17 AIRCRAFT IDENTIFICATION SYSTEM

24.17.1 ORDERING / RESOURCE TRACKING

Units, in order to perform timely search and rescue, must have a record of the complete FAA registration number of aircraft involved, including those designated below which

are allowed to utilize a call-sign other than the FAA registration ("N") number. Units shall use the established FAA aircraft registration ("N") number system for logistical ordering/resource tracking through the resource ordering system.

24.17.2 TACTICAL AIRCRAFT CALL SIGNS

Local or incident tactical aircraft shall use the following call sign system. Abbreviation to the last 2-3 numbers of the FAA registration number is permitted, provided there is no duplication of the call sign with that of another aircraft. If call signs sound similar in phonetics; add pilot's last name, such as "3HP-Miller"

A. AIR TANKERS. Nationally assigned tanker number. For example, call sign "Tanker 65."

B. LEAD PLANES/ ASM1. Nationally assigned pilot's lead number. For example, call sign "Lead 51." Resource orders must include full FAA Registration Number.

C. AIR ATTACK. FAA Registration Number. Abbreviation to the last 2-3 digits is permitted. For example, call sign "Air Attack 54X."

D. RECONNAISSANCE. FAA Registration Number. Abbreviation to the last 2-3 digits is permitted. For example, call sign "Recon 51P."

E. HELICOPTER. FAA Registration Number. Abbreviation to the last 2-3 digits is permitted. For example, call sign "Helicopter 3HP."

24.18 AIRCRAFT ACCIDENT & INCIDENT/HAZARD/MAINTENANCE DEFICIENCY REPORTING

24.18.1 GENERAL

A. Any deviation from standard aviation policy or procedures, either on the ground or in the air, shall be reported. Regardless of individual agency reporting timeframes, all accidents, incidents with serious potential to have caused an accident, as well as all airspace conflicts, shall be reported immediately.

B. The unit with operational control of the aircraft at the time of the occurrence is responsible for ensuring submission by the observing or involved individual (e.g., fixed wing manager) of the SAFECOM form through that agency's reporting system (<http://www.safecom.gov>). For aircraft enroute to an incident which experiences an accident or incident/hazard/maintenance deficiency prior to arrival, the scheduling/sending dispatch office shall be the unit with reporting responsibility.

C. Aside from accident situations where reporting to another agency is required, an agency submitting a report which involves another agency's aircraft shall forward a courtesy copy to the appropriate aviation officer of that agency.

D. SAFECOMs (5700-14) will be forwarded to the Regional Aviation Safety Manager.

24.18.2 AGENCY REQUIREMENTS

A. Reporting Requirements. For agency reporting requirements, particularly regarding accident vs. incident criteria, refer to agency-specific aviation safety manuals, handbooks, and supplemental guidance. If in doubt, treat the occurrence as an accident.

24.18.2.A.1 Interior and Forest Service have agreed to use safety communiqué (SAFECOMs) to report any condition, observance, act, maintenance problem or circumstance which has potential to cause an aviation-related mishap. SAFECOMs should be reproduced locally and may be mailed or submitted electronically. For SAFECOM form access website: <http://www.safecom.gov>

DOI. Refer to OAS IM 96-1 and supplemental DOI-agency (for example, BLM, BIA, NPS, and F&WS) guidance.

USDA-FS. Refer to Forest Service Manual 5720, as well as regional supplements and forest aviation plan.

24.18.2.A.2 States: Refer to appropriate state aviation manual.

B. Procedures. For procedures to follow immediately after notification of a mishap, the unit should follow the notification and reporting procedures found in the unit "Crash and Rescue Emergency Response Plan." Apart from internal unit and agency notifications required in this plan, notification to both the Eastern Area Coordination Center and NICC shall be made.

24.19 AIR TRAFFIC CONTROL OVER ALL FIRE AREAS IN THE EASTERN AREA

The following procedures have been drafted to increase safety and lend continuity over and near going fires when aviation support is an active part of the suppression effort.

1. All aircraft will monitor VHF frequency 122.92 and remain at least ten miles from fire areas until contact has been established with the air coordinator.
2. Incident commander shall provide a monitoring station on 122.92 to inform incoming aircraft involved on the fire of any special frequencies in use.
3. Incident commander shall designate an air coordinator (may be air attack supervisor, air tanker coordinator, detection observer, etc. -- normally airborne) who will coordinate all air traffic in the fire area.

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4. All aircraft will observe FAA rules of right-of-way unless designated air coordinator directs otherwise in fire areas.
5. Frequency separation for overloads (helicopter / tanker communication interference, multiple fires, etc.): Incident commander shall request additional channels for communication as needed from FAA and inform all concerned.
6. Incident commander shall establish air-ground communication via agency frequency/common frequency/ air net or other (portable VHF) as rapidly as possible on any fire involving air attack.
7. If no air-to-ground communication is established during initial attack involving retardant delivery, retardant will be dropped by air tanker only after verifying that there are no other aircraft near the drop zone.
8. Incident commander shall promptly request restricted air space over the fire areas by contacting responsible protection agency
9. No aircraft, including military, shall be used (or permitted over fire area) unless it meets minimum communication stipulations (i.e. has VHF 122.92 functioning).
10. Air attack operations will cease until any non-communicating aircraft clears the fire area. Suppression agency shall follow-up on any violations.
11. All industries and agencies concerned with forest and range protection will incorporate standard operating procedures (SOP) in their respective fire plans.
12. State Foresters should request State Boards of Aeronautics to circulate information (as a hand out, etc.) especially 122.92 monitoring. Agencies should keep FAA advised of significant fire activity.
13. All industries and agencies responsible for forest and range protection shall integrate these guidelines into pilot inspections and contracts with aerial operators.
14. Aircraft connected with fire suppression activities must remain at least 2,000 ft. above the highest terrain and no closer than 10 miles of the fire until communication has been established with the designated coordinator.

25 PREDICTIVE SERVICES

EACC is responsible for the oversight, coordination and distribution of various products, such as situation reports, manager and weather briefings, statistical information, and potential assessment reports. **In addition, EACC is responsible for the accuracy & timeliness of incident data.** This information plays a vital role **to agency managers & administrators, the Interagency Fire Community and to NICC in determining** resource allocation and priority setting. It is critical that the information is processed in a complete, accurate and timely manner. All **Eastern Area Dispatch Centers** have access to SIT Report /ICS-209 web application. If you need assistance with user names and passwords or application **support** help, please contact the EACC Intelligence Coordinator.

EACC predictive service: <http://gacc.nifc.gov/eacc/predictive/predictive.htm>
SIT Report/ ICS-209 web application and Users Guide: <http://famweb.nwcg.gov>

25.1 INCIDENT INFORMATION SUMMARY (ICS-209)

An ICS-209 is required for any incidents including large wildfires, Wildland Fire Use (WFU) events, Rx burns, law enforcement, hazmat and any other all-**hazard** incidents, especially when a significant amount of resources are committed.

The ICS-209 is submitted to EACC to report these events on lands under federal protection or federal ownership. Lands administered by states and other federal cooperators may also report in this manner. The ICS-209 is submitted by the agency that has protection responsibility for the incident regardless of who administers the land. If the protection agency is non-federal and chooses not to meet federal reporting standards, then the federal agency which has administrative jurisdiction will submit the ICS-209.

Large fire incidents are defined as:

- 100+ acres in timber
- 300+ acres in grass/shrub
- WFU which exceeds 100 acres
- incidents which have exceeded initial attack (and/or remain uncontrolled into the second burning period)
- significant loss of structures or of resource value
- if a Type I or Type II Incident Management Team has been assigned
- if a Fire Use Management Team (FUMT) has been assigned

All ICS-209's must be submitted via the FAMWEB 209 system to EACC by the agency, local dispatch office or the assigned Incident Management Team and/or FUMT that has jurisdiction of the incident using the <http://famweb.nwcg.gov> web site. Reports are due at 2100 hrs daily local time until the incident is declared contained or the all-**hazards** incident has been completed or a large number of resources are no longer committed. The SIT Report User Guide is also available on the <http://famweb.nwcg.gov> site. For assistance please contact the EACC Intelligence Coordinator. *EACC should be notified*

one half hour prior to their close of business of any activity that may cause an ICS-209 to be generated.

See the NMG, Ch. 20 for Wildland Fire Used for Resource Benefit (WFU) and Confinement/Limited Fires reporting requirements. The ICS-209 is required for each WFU which exceeds 100 acres. Updated reports are required only when there has been a significant change in acres burned, potential or resources committed.

25.2 INTERAGENCY SITUATION REPORT

The SIT Report is the primary intelligence gathering and reporting product that EACC uses. NICC captures the information that is submitted and is used for national reporting purposes. This reporting system helps to reflect current fire activity and resource drawdown. Keeping the SIT Report statistics current benefits both State and Federal agencies and is the responsibility of the local units or area dispatch centers. This report describes current wildland fire, prescribed burns, other emergency management activities and resource status and **commitments**.

The Eastern Area Daily Situation Report will be posted in the Intelligence section of the EACC web: <http://gacc.nifc.gov/eacc/predictive/intelligence/intelligence.htm> web page by 1800 hours daily.

25.2.1 EASTERN AREA INTERAGENCY SITUATION REPORTING TIMEFRAMES & CRITERIA

Eastern Area dispatch centers will submit SIT reports via the <http://famweb.nwcg.gov> web site **as per the following Eastern Area reporting timeframes:**

- **Feb 1st – Jun 1st** - Daily
- **Jun 2nd – Aug 31st** - Weekly unless meeting criteria below
- **Sep 1st – Nov 1st** - Daily
- **Nov 2nd – Jan 31st** - Weekly unless meeting criteria below

Daily SIT reports should be submitted by 1700 hours local time for the **previous 24 hours of daily activity**. If initial attack is such that the dispatch center is having difficulty meeting the 1700 hours timeframe, the center should contact EACC and negotiate a later submission time. The Intelligence Coordinator at EACC will determine daily reporting timeframes in consultation with all Eastern Area units.

Weekly SIT reports should be submitted by 1700 ct Thursday afternoon.

Eastern Area units should use the following criteria for determining when to submit SIT reports during the non-daily reporting timeframes as stated above:

- **when a reporting unit's Fire Danger is reported as high, very high or extreme**
- **wildland fire activity occurs (including WFU's)**
- **prescribed burns are planned for the unit**

- when other all-hazards or large events occur within the local area (for example: flooding, hurricanes, large Hazmat or Homeland Security incidents, sporting events)
- when other local area events occur which require the commitment of significant resources (for example: timber sales, hurricane recovery, large gatherings)
- when the reporting dispatch center's unit(s) hosts National or Regional resources and the resource's availability status must be updated (for example, the Midewin IHC Type 1 crew, Type 3 Exclusive Use Helicopters, 4390 Starter Kits, ATMUs, Large Airtankers or Helicopters, etc)

25.2.2 EASTERN AREA INTERAGENCY SITUATION REPORT RESOURCE INFORMATION

As part of the submitted SIT report, local projected resource status for the next 24 hours is entered. The following definitions are to be used when reporting projected resource status:

Available Resources – all resources physically located on your unit(s) and under your control that are not committed to fires or are on a mandatory day off. Resources whose mobility is restricted to within state boundaries should be included, with their limitations noted in the Remarks section.

Committed Resources – resources that will be committed to initial attack / extended attack and to prescribed fires on your unit(s). Do not show resources committed to local large fires; they will be captured from the ICS-209 Program. Resources committed to incidents outside of the reporting unit should also not be entered – the assigned incident will enter these resource commitments.

25.3 INCIDENT MANAGEMENT SITUATION REPORT (IMSR) (Refer to NMG Ch. 25.3)

The National IMSR report can be found on the EACC Web Site at:
<http://gacc.nifc.gov/eacc/predictive/intelligence/intelligence.htm>

25.4 7 DAY SIGNIFICANT FIRE POTENTIAL AND WEEKLY FIRE WEATHER/FIRE DANGER OUTLOOK (Refer to NMG Ch. 25.4)

The weekly outlook will be posted weekly during significant fire activity. The weekly outlook can be found on the EACC web site:
<http://gacc.nifc.gov/eacc/predictive/outlooks/outlooks.htm>

25.4.1 RED FLAG WARNINGS and FIRE WEATHER WATCHES

Red flag warnings and fire weather watches events occur when weather conditions develop which could lead to unusually severe fire weather. This could be strong winds in combination with severe fire weather conditions such as very low humidities or dry lightning storms. Identification of these events is primarily the responsibility of the National Weather Service offices. **The EACC Predictive Services Weather web page has links to the NWS Fire Weather web site:**
<http://gacc.nifc.gov/eacc/predictive/weather/weather.htm>.

A. RED FLAG WARNING

A Red Flag Warning will be issued to warn the user of an impending or ongoing Red Flag event. A Red Flag Warning will be issued immediately when Red Flag conditions are occurring. Otherwise, it will be issued for impending Red Flag conditions when there is a high degree of confidence that conditions will develop and the forecast time of onset for the event is less than 24 hours. All **dispatch centers** and forecast offices should report warnings in their area to EACC.

B. FIRE WEATHER WATCH

A Fire Weather Watch is used to alert the user to the possible development of a Red Flag event in the near future. This could be up to 72 hours in advance. All **dispatch centers** and forecast offices should report watches in their area to EACC.

Dispatch centers are responsible for immediate notification to all field personnel of issuance of a Red Flag Warning or Fire Weather Watch (notification by means of radio transmission, facsimile, and/or phone). Any information about current or predicted conditions, weather, and fire behavior must be shared with all field personnel (on an interagency basis).

25.5 MONTHLY FIRE WEATHER/ FIRE DANGER OUTLOOK (Refer to NMG Ch. 25.5 & 25.6)

The Monthly Fire Weather/Fire Danger Assessment Report is to be completed by all **dispatch centers** and submitted to EACC **Fire Weather Program Manager** by the close of business on the 3rd Monday of **each** month **year-round**.

Forms are available on EACC web site
<http://gacc.nifc.gov/eacc/predictive/outlooks/outlooks.htm> under documents.

The Reporting **Dispatch Centers** shall include, within their narratives, the following information:

1. The Reporting **Dispatch Center's** unit(s), date and significant fire potential along with comments.

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2. A Fire weather outlook detailing drought conditions, precipitation and temperature anomalies.
3. Fuels information.
4. Average and actual fire occurrence data.
5. An outlook map, highlighting geographic areas of significant fire potential.
6. A matrix summary of the Unit's expected precipitation, temperature, fuels concerns and prescribed fire implications. The content shall be brief with comments limited to two or three sentences per section. For example:

<i>Reporting Unit's Name</i>	
<i>Precipitation Outlook</i>	Above normal for the northern two-thirds of the Unit. Normal amounts for the remainder.
<i>Temperature Outlook</i>	Below normal across the northern two-thirds of the Unit. Above normal southward.
<i>Fuels and Fire Danger Concerns</i>	Late season heavy snow has produced downed and dead fuels, which may become potential fuels late this month. Fire danger index values will remain at normal levels.
<i>Prescribed fire implications</i>	Rainfall early last month made prescribed fire projects difficult to complete. This trend will continue based on above normal projected rains in the north.
<i>Miscellaneous</i>	Last month was the third wettest month on record for northern portions of the Unit.

This section must be strictly followed in format and content, as this will be the standard format used in the national monthly outlook product issued by EACC **Predictive Services** & NICC.

25.6 SEASONAL FIRE WEATHER / FIRE DANGER OUTLOOK (See NMG, Ch.20)

25.7 NATIONAL WILDLAND FIRE OUTLOOK (See NMG, Ch.20)

25.8 WILDLAND FIRE ENTRAPMENT/FATALITY (See NMG, Ch.20)

Entrapment: A situation where personnel are unexpectedly caught in a fire behavior-related, life-threatening position where planned escape routes or safety zones are absent, inadequate, or have been compromised. An entrapment may or may not include deployment of a fire shelter for its intended purpose. This situation may or may not result in injury. Entrapments include "near misses."

Notification of such an occurrence will be made immediately by telephone through agency channels to EACC.

A completed report will be submitted to NICC within 24 hours of the incident. A blank Wildland Fire Entrapment / Fatality form can be found on the EACC web site at: http://gacc.nifc.gov/eacc/logistics/dispatch-general/dispatch_forms.htm.

25.8.1 REPORT OF SERIOUS INJURY OR DEATH OF A NATIVE AMERICAN FIREFIGHTER

These special instructions will follow the same channel back to the incident. The following applies to these situations:

If a serious accident or fatality occurs with bureau or tribal personnel in a fire related accident, the incident is required to directly and immediately report to BIA Designated Agency Safety and Health Official (DASHO) through the BIA Wildland Fire and Aviation Safety Specialist at NIFC.

The DASHO will notify the home unit with the information received from the incident. The home unit will notify the local tribal officers of the situation.

The tribal official will notify the family and receive special instructions on how the family wishes this injury or death to be handled.

25.8.2 SERIOUS INCIDENT INITIAL NOTIFICATION REPORT

This **Forest Service only** report is available in Word 9.0 format or PDF under “Dispatch Forms” on the EACC web site. EACC web site: <http://gacc.nifc.gov/eacc>, click on “Dispatch-General” and then click on “Dispatch Forms.” **This report is to be submitted within 8 hours of the occurrence.**

25.9 IARR DAILY CREW REPORTS

IARR Crew Reports will be posted to the EACC web site as information is submitted by the IARR. **IARRs are assigned when 4 or more Eastern Area crews are mobilized for Eastern Area or out of the area incidents.**

25.10 RESOURCE AVAILABILITY

Resource availability status should be changed as needed, in a timely fashion using the ROSS system. EACC encourages Eastern Area dispatch centers to allow agency personnel to have access to the ROSS Web Status program to allow self statusing. For AD and contract resources self statusing, each dispatch center should determine proper procedures or access to this Web Status program.

25.11 AFTER HOURS CONTACT

Each unit shall identify a current after hours contact and keep EACC informed of any changes. The designated after hours contact person will be allowed 15 minutes to respond to a call from EACC. After 15 minutes, EACC will assume the contact person is unavailable and will call the next contact person.

26 EASTERN AREA PREPAREDNESS PLAN

The preparedness levels are established by the EACC Center Manager throughout the calendar year. These levels are determined by specific management direction and consideration related to predicted fire behavior and weather, resource availability and fire danger.

26.1 WHY PREPAREDNESS LEVELS ARE ESTABLISHED

Levels are established to communicate incident activity, fire severity, and resource commitment within the area. Levels identify the actions to be taken by EACC and EACG.

26.2 GEOGRAPHIC AREA PREPAREDNESS LEVELS

Eastern Area preparedness level is determined from information provided by units and influenced by the national level. Preparedness levels may limit activities within the area to ensure that sufficient resources are available for area and national mobilization.

26.2.1 UNIT PREPAREDNESS PLAN

Unit plans should be developed in accordance with agency / bureau / state / tribe guidelines. Copies of unit plans should be forwarded to EACC.

26.3 PREPAREDNESS LEVEL DESCRIPTIONS

26.3.1 PREPAREDNESS LEVEL 1

No large fire activity in area. Most units have low to moderate fire danger. Little or no commitment of area resources.

Management Direction/Consideration		Responsibility
a. Units will maintain appropriate fire readiness.		Unit Administrator
b. Status Resource availability via ROSS to EACC as required.		Unit Dispatcher
c. EACC is staffed five days a week and duty officer on call. Hours may fluctuate based on level of activity.		EACC Center Manager
d. NEK is open five days a week with cache manager on call.		NEK Manager
e. Unit dispatch available and/or on call after hours and on weekends.		Unit Dispatchers

26.3.2 PREPAREDNESS LEVEL 2

Two units experiencing high fire danger. Numerous new starts and a potential exists for escapes to larger (project) fires. Minimal mobilization of resources between units occurring. The potential exists for mobilization of resources to other geographic areas, or the national preparedness level is less than or equal to PL 2.

Management Direction/Consideration	Responsibility
a. EACC extends hours to meet situation.	EACC Center Manager
b. Monitor current fire danger and predicted weather.	Unit Administrator and EACC Center Manager
c. All units to submit availability lists using ROSS to EACC as requested.	Unit Dispatcher
d. NEK extended hours to meet situation.	NEK Manager and EACC Center Manager

26.3.3 PREPAREDNESS LEVEL 3

More than one sub-geographic area is experiencing very high or extreme fire danger. Frequent new starts and numerous fires are escaping initial attack. Type III Incident Management teams are mobilized locally. Mobilization of resources from other geographic areas is occurring, or the national preparedness level is less than or equal to PL 3.

Management Direction/Consideration	Responsibility
a. EACC seven day a week staffing.	EACC Center Manager
b. Evaluate the impacts of prescribed burning activities on available resources.	EACC Center Manager and EACG Unit Administrator
c. Assess availability of personnel for fire assignments.	Unit Administrator
d. Evaluate the need for severity funding. Consider requesting funds to strengthen preparedness.	Unit Administrator
e. Consider staging short team and additional resources on stand by.	EACC Center Manager and EACG
f. Evaluate the need for training emergency firefighters.	EACG
g. Monitor critical fire cache supply inventories.	NEK Manager
h. Develop additional Predictive Services products and capabilities.	EACC Center Manager
i. Initiate EACG conference call once a week.	EACC Center Manager
j. Initiate unit dispatchers' conference call once a week.	EACC Center Manager
k. Consider activation of mobilization center(s)	EACC Center Manager

26.3.4 PREPAREDNESS LEVEL 4

Two or more sub-geographic areas are experiencing very high or extreme fire danger. Large fires exist and efforts to contain new starts are unsuccessful. Frequent competition for resources is occurring and critical resources are in short supply. Two or more incident management teams are committed within the area. High to extreme fire danger expected to continue or increase over the next 48 to 72 hours, or the national preparedness level is equal to or greater than PL 4.

Management Direction/Consideration	Responsibility
a. Ensure fire qualified personnel are available.	Agency Administrators and EACG
b. Consider establishing a MAC Group if Eastern Area fire activity warrants.	EACG and EACC Center Manager
c. Prescribed burning permitted with daily concurrence of agency administrator and EACG.	Agency Administrators and EACG
d. Activate mobilization centers.	EACG and EACC Center Manager
e. Train additional emergency firefighters.	EACG
f. Relay fire priorities to NICC prior to 0400 and 1800, and increase coordination efforts.	EACC Center Manager
g. Evaluate the need for Type I Team on standby.	EACG and EACC Center Manager
h. Activate Fire Information position(s).	EACC Center Manager
i. Daily agency administrators conference call.	MAC
j. Submit via ROSS daily availability lists to EACC by 0900 and update by close of business.	Unit Dispatchers
k. Consider activation of Fire and Aviation Safety Team (FAST).	Unit Aviation Officers and Unit Dispatchers
l. Evaluate the need for non traditional firefighting resources (military, international)	MAC
m. Evaluate the need for Area Command Team	MAC
n. Activate the FBAN (Fire Behavior Analyst) function.	EACC Center Manager
o. Unit or Dispatch center Duty Officer available 24 hrs a day, seven days a week	Agency Administrators and Unit Dispatcher
p. EACC staffing 24 hours, seven days a week if needed	EACC Center Manager

26.3.5 PREPAREDNESS LEVEL 5

Very high or extreme fire danger exists throughout the Eastern Area. Continued heavy reliance on resources from outside of area. Area resources exhausted, significant delays in receiving requested resources. Traditional control methods are ineffective. Extreme burning conditions prevail. Three or more Type I or II Incident Management Teams committed. High to extreme fire danger expected to continue or increase over the next 48 to 72 hours, or the national preparedness level is PL 5.

Management Direction/Consideration	Responsibility
a. Increase coordination efforts with all fire protection agencies and news media.	Agency Administrators and EACG
b. Activate non traditional firefighting resources (military, international)	MAC
c. Prescribed fire activity is prohibited. Evaluate all WFUs.	Agency Administrators

26.3.6 PREPAREDNESS LEVEL 5 to 4 (See NMG Ch. 20)**26.3.7 PREPAREDNESS LEVEL 4 to 3** (See NMG Ch. 20)**26.3.8 PREPAREDNESS LEVEL 3 to 2** (See NMG Ch. 20)**26.4 NATIONAL MULTI-AGENCY COORDINATING GROUP (NMAC) DECISIONS**

National MAC Group decisions affecting geographic areas and/or providing management guidance will be included in the Incident Management Situation Report and distributed to all interagency partners.

26.4.1 EASTERN AREA MULTI-AGENCY COORDINATING GROUP (EA MAC) DECISIONS

All EA MAC Group decisions affecting the geographic area and/or sub-regional areas will be distributed electronically to all interagency partners.

26.4.2 FOLLOW-UP EVALUATION

The EA MAC Coordinator will document decisions and their results and will report to the EA MAC during subsequent meetings.

27 MOBILIZATION PROCEDURES FOR MILITARY ASSETS AND INTERNATIONAL ASSIGNMENTS (See NMG, Ch.20 and Military Use Handbook, NFES #2175)

27.1 INTERNATIONAL ESTABLISHED RESOURCE ORDERING PROCESS (See NMG, Ch.20)**27.2 CIVILIAN SUPPORT** (See NMG, Ch.20)

27.3 DEMOBILIZATION PROCEDURES (See NMG, Ch.20)

27.4 INTERNATIONAL OPERATIONS

27.4.1 CANADA SUPPORT

Mobilizations involving the United States and Canada are governed and directed by the diplomatic note, Reciprocal Forest Fire Fighting Arrangement Operational Guidelines, and by local initial attack agreements. See Ch.40, NMG and EMG.

Requests to Canadian agencies will normally be made after USA resources are depleted, shortages are projected, or reasonable time frames cannot be met. All requests for use of Canadian Resources must be ordered through NICC, except for local mutual aid that does not include provisions for any reimbursement. The USA through the National MAC may request air tankers from Canada only after all available contract, add on, and MAFFS aircraft have been mobilized. The USA through the National MAC, may request helicopters from Canada after all available contract and CWN helicopters have been mobilized.

27.4.2 AUSTRALIA SUPPORT AND NEW ZEALAND SUPPORT

(See NMG Ch. 20 & Ch. 40)

27.4.3 MEXICO SUPPORT (See NMG Ch. 20 & Ch. 40)

27.4.4 OTHER NATIONS SUPPORT FOR LARGE SCALE MOBILIZATIONS

(See NMG Ch. 20 & Ch. 40)

28 DISPATCHER FORMS

The Eastern Area Coordination Center's (EACC) website contains a variety of forms and links to forms that are used by dispatchers. Go to <http://gacc.nifc.gov/eacc/index.htm>. Forms can be found in the Dispatch-General, Aviation, Incident Business, etc.

In addition, both the National Interagency Mobilization Guide (NMG Chapter 20, Section 28) and the National Interagency Coordination Center website (<http://www.nifc.gov/nicc/>) has forms available for dispatch use.

29 HELPFUL WEBSITES FOR DISPATCHERS

AVIATION

Website	Address
Airport Navigator	www.airnav.com/airports
National Business Center, Aviation Management Directorate (AMD)	www.oas.gov
Interagency Airspace Coordination	www.fs.fed.us/r6/fire/aviation/airspace/web/guide/index.html http://airspace.nifc.gov/mapping/nifc/index.cfm
To File a SAFECOM	www.safecom.gov
National Interagency Fire Center Solicitations and Contracts (Aircraft)	www.fs.fed.us/fire/contracting
Forest Service Aviation Safety	www.fs.fed.us/fire/av_safety
Federal Aviation Administration	www.faa.gov
Temporary Flight Restrictions	http://tfr.faa.gov

DISPATCH

Website	Address
ROSS (Resource Ordering Status System) Information	http://ross.nwcg.gov
EACC Website - NEW	http://gacc.nifc.gov/eacc
Incident Business Management Information	www.nwcg.gov
To Create Maps for traveling/driving directions	www.mapquest.com www.mapblast.com
National Interagency Coordination Center	http://www.nifc.gov/nicc/
Publications Mgmt. System (PMS) & NWCG Natl. Fire Equipment System Catalog Part 2 & Taskbooks	www.nwcg.gov
3 Letter Unit Identifier Booklet	www.nwcg.gov/ or http://www.nifc.gov/nicc/logistics/references.htm
Per diem Rates	www.govexec.com/travel/
Airport Navigator	www.airnav.com/airports

FIRE

Website	Address
National Wildfire Coordinating Group	www.nwcg.gov
Canadian Interagency Forest Fire Centre (CIFFC)	www.cifffc.ca
EACC Predictive Services	http://gacc.nifc.gov/eacc/predictive/predictive.htm
Standards for Fire and Aviation Operations (Red Book) & IHOG	www.fire.blm.gov/library.htm

FIRE TRAINING

Website	Address
National Interagency Prescribed Fire Training Center	http://fire.r9.fws.gov/pftc/
Eastern Area Training	www.nationalfiretraining.net/ea
National Wildland Fire Training	www.nationalfiretraining.net

OTHER GOVERNMENT AGENCIES

Website	Address
Federal Emergency Management Agency (FEMA)	www.fema.gov
Homeland Security	www.whitehouse.gov/homeland/
The National Association of State Foresters	www.stateforesters.org
USDA Animal and Plant Inspection Service	www.aphis.usda.gov

WEATHER

Website	Address
National Hurricane Center	www.nhc.noaa.gov/
Remote Sensing Home Page	www.fs.fed.us/raws/links.shtml
NWS Central Region Home Page	www.crh.noaa.gov
NWS Eastern Region Home Page	www.erh.noaa.gov
Lightning Maps	http://edot.lanl.gov/edot_maps.htm www.lightningstorm.com